



## **Internal Vacancy Announcement**

**Vacant position: Planning, Monitoring, Evaluation, Reporting (PMER) Officer**

**Level: Consultant**

**Type of contract: Consultant**

**Duration of assignment: 8 months (Extendable)**

**Place of work: Mainly at the International Operations and Humanitarian Programs Department of the IRCS HQ, with sporadic visits to the IFRC and the ICRC Offices (at least 4 days per month), Tehran**

### **A. CONTEXT**

Established in 1863, the ICRC operates worldwide, helping people affected by conflict and armed violence and promoting the laws that protect victims of war. An independent and neutral organization, its mandate stems essentially from the Geneva Conventions of 1949. We are based in Geneva, Switzerland, and employ some 16,000 people in more than 80 countries. The ICRC is funded mainly by voluntary donations from governments and from National Red Cross and Red Crescent Societies.

In Iran, the ICRC promotes IHL and works with the authorities in Iran and Iraq to address the consequences of the 1980-1988 Iran-Iraq war, particularly the issue of missing persons. We work with the Iranian Red Crescent and maintain a logistics capacity to support ICRC operations in the region.

As a member of the IRCS international operations and humanitarian programs team, the overall purpose of this position is to support the IRCS International Affairs Department strengthening its operational planning, monitoring, evaluation and reporting capacities. This includes all actions to ensure quality and timely delivery of funding proposals, emergency appeal planning, and reporting documents (revisions, operation updates/progress reports, among others), as well as monitoring and evaluation.

### **B. JOB DESCRIPTION AND KEY RESPONSIBILITIES**

Under direct supervision of the IRCS DG for international operations and humanitarian programs and in close coordination with the ICRC and IFRC focal points, the PMER officer shall perform the following duties:

- development and maintenance of systems for organizing, storing, and analyzing data as efficiently as possible
- building/strengthening the synergy between the international Affairs and other concerned departments and organizations (e.g. RARO, Volunteers Org., Youth, Health, Treatment, and Rehabilitation, Treasury, Provincial branches, Planning unit, etc.) for improved data collection for PMER purposes
- analysis of quantitative and qualitative data, presenting the results of the analysis (in narrative and visual), indicator measurement, and share the findings in the appropriate reporting formats and channels
- development and implementation of a systematic approach to accountability and learning that meets global/Movement core standards. This will include providing technical support and

ensuring that the IRCS is provided with the needed systems and knowledge to effectively track outputs and outcomes and manage data effectively for reporting and learning purposes

- Conceptualize, write, visualize information, and consolidate progress reports inclusive of M&E and research data and findings
- Provide the communications team with accurate and timely data for relevant communication products, both internal and external to the Movement
- Produce accurate, timely, and results-based narrative reports (e.g. operations updates, interim reports, situation report) based on the donors' requirements and IRCS internal procedures

#### C. PROFESSIONAL EXPERIENCE AND EDUCATION REQUIRED

- Advanced university degree in International development, statistics, Economics, Business Development, Public Policy, Social Studies, or other relevant areas of study.
- 5+ years of working and management experience in the specialist area of expertise, included demonstrated experience in project cycle management and building accountability and learning management systems.
- Working knowledge of IFRC's Organizational Development policies and tools including the NSD Framework, National Society Strategic Planning and National Society Self-Assessment.
- Demonstrated experience in data management and modelling (Excel, Tableau, Power-Bi, GIS, Microsoft Office Suite and data analysis software) and reporting mechanisms
- Demonstrated professional experience in the Red Cross and Red Crescent Movement, or in an international organization or NGO

#### D. APPLICATION PROCESS AND JOB LENGTH:

- All interested applicants should submit a letter of interest and a résumé in English to the following email address: [teh\\_recruitment\\_services@icrc.org](mailto:teh_recruitment_services@icrc.org) (On the subject line of your email, please enter: PMER Officer;
- We regret that only shortlisted applicants will be contacted for further process
- ALL submissions MUST be received by the closing date of **16 April 2022;**
- Desired start date: **As soon as possible**