



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice No : SVN 2021/19
Position Title : Area Coordinator
Duty Station : Belgrade, Serbia
Classification : General Service Staff, G5
Type of Appointment : SST 6 months (with possibility of extension)
Estimated Start Date : November 2021
Closing Date : 25 October 2021

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

General functions

The Area Coordinators, located in different strategic locations, will support the Country Offices in their response to all IOM commitments to the UN Reform and contribute actively to wider UN System Frameworks. The Area Coordinator will uphold and strengthen IOM's core thematic role in migration, and as Coordinator of the UN Network for Migration, including the follow-up reviews and reporting processes on the GCM, as well as advocating for migration as a development lever at appropriate forums.

Under the overall supervision of the Head of Office in Serbia, and direct supervision of the Project Manager/Supervisor, and in close coordination with the Senior Area Coordinator, the Area Coordinator will assist in implementing and coordinating activities intended to contribute to reinforce IOM policy and external capacities as a key stakeholder in the implementation of the UN Reform, as well as in the global governance of migration, and ensure that migration is duly considered in relevant Development Cooperation Frameworks including but not limited to the Common Country Analysis (CCA) and the United Nations Sustainable development Cooperation Framework (UNSDCF) in order to build opportunities for joint programming. In addition, the Area Coordinator will support the Unit/Supervisor in strengthening IOM's lead role as Network Coordinator, particularly by ensuring contributions by government and other stakeholders to the 2022 IMRF. In particular the incumbent will be responsible for the following tasks:

1. Assist IOM Country Office in performing activities related to integrating and mainstreaming migration in the various development frameworks in coordination with the supervisor and the Senior Area Coordinator,
2. Assist in developing a coherent mapping of all ongoing processes, initiatives, platforms and strategies related to Migration at the country level, and their associated obligations and requirements for the IOM Country Office:
3. Act as focal point for administrative coordination with the Senior Area Coordinator and other relevant colleagues; and,
4. Compile, summarize and map relevant information on country level into a straightforward document.
5. Assist in conducting assessment of IOM's institutional policy and administrative capacities on country level:
6. Act as focal point for administrative coordination and facilitate interviews with key informants at different level of governance in IOM (HQ, RO and COs);
7. Quantify the time and human resources required by IOM Country Offices by keeping a record of time and human resources spent on the implementation of the UN Reform on country level; and,
8. Draft and produce, in coordination with the Senior Area Coordinator, a report with key strategic recommendations based on the identified shortfalls addressed in the Country Office.
9. Support the CO in advancing further operationalization of the Country Networks and strengthen the role of IOM as the Network Coordinator;

10. Act as a focal point for UN Network related matters, brief IOM Country Office with updates UN Network Secretariat communication, and draft correspondence to support Country Offices in preparing governments and other stakeholders towards the IMRF 2022 through UN Country Networks on Migration or other similar platform;
11. Organize bi-monthly Country Network Meetings, in coordination with the Country Network Co-Chairs and providing regular updates on GCM related matters;
12. Collect information and provide support to encourage Governments to participate in the Champion Country Initiative;
13. Support the Country Office in soliciting government and other stakeholder participation in the relevant migration related events, also as a preparatory exercise to the IMRF 2022 (e.g. High-Level Political Forum, Global Forum on Migration and Development);
14. Collect information and provide support to support the development of Migration-MPTF projects, ideally with a regional scope; and,
15. Contribute and provide inputs on sub-regional knowledge and capacity building needs, that might result in the production of guidance, public information sheets, translated documents and/or thematic events.
16. Undertake additional activities relating to the mainstreaming of migration in UN Reform and in preparation of the IMRF 2022 as required.
17. Perform such other duties as may be assigned by the Head of Office.

Desirable Qualifications and Experience:

Education:

- Bachelor's degree in Political Science, International Relations, Law, or a related field from an accredited academic institution, with three years of relevant professional experience; or,
- Secondary/High School Diploma with five years of relevant professional experience in above mentioned fields.

Experience:

- Professional experience (up to 2 years) in migration, environment and climate change nexus (e.g. policy, research, pilot, capacity development);
- Experience or familiarity with clean energy, climate-resilient livelihoods, climate-resilient infrastructure, climate technologies or green jobs will be an advantage;
- Experience as a volunteer and/or professional experience of working with an international financial institution or regional development bank will be an advantage;
- Experience as a volunteer and/or professional experience of working with the environment and/or climate change team of another UN agency will be an advantage; and,
- Experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) will be highly regarded.

Languages Required

Fluency in Serbian and English

Working knowledge in Russian, and/or Bosnian and/or Serbo-Croatian/Croatian/Serbian is an advantage – depending on duty station

How to apply:

Interested candidates to submit their applications as soon as possible by sending IOM Personal History form in English language available at <https://serbia.iom.int/vacancy>, and a motivation letter, not more than one page, via email to iombegvacancy@iom.int quoting this respective Vacancy notice number (SVN 2021/19) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 12.10.2021 to 25.10.2021

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators (Level 1)

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Competencies will be assessed during a competency-based interview.