



Vacancy Notice No : CVN 2022/12  
Position title : IOM field consultant for support in the reception centers (2 positions)  
Duty Station : TBDT Depends on needs identified (throughout Serbia)  
Classification : Category A Consultancy  
Type of Appointment : Consultancy  
Estimated Start Date : October 2022  
Closing Date : 18 Septemebr 2022

*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**

Within the project “EU Support to Migration Management in Serbia – Improving reception capacity, protection services and access to education III” under the overall supervision of Head of Office and under the direct supervision of the Project Coordinator the incumbents will be responsible for the following tasks:

- To share relevant information to beneficiaries and/or between beneficiaries and Serbian Commissariat for Refugees and Migration (SCRM)
- To assist and support all field activities in the centers in coordination with SCRM field staff
- To report to Project Coordinator and Project Assistant all activities carried out in the centers;
- To coordinate and cooperate with all stakeholders present in the centers;
- To be able to move among centers as per needs identified (South/North/West and East Serbia)
- To assist in every day camp activities, including assistance provided to migrants as well as the government staff in charge for camp management;
- To maintain close communication and coordination with other IOM field members, SCRM field staff and other relevant stakeholders present in the centers
- Perform such other duties as may be assigned by Project Coordinator and HoO

### **Desirable Qualifications and Experience:**

- Completed High School degree from an accredited academic institution
- In depth knowledge of IOM mandate
- Driver’s license

### **Languages Required**

*Fluency in English and Serbian*

### ***How to apply:***

Interested candidates to submit their applications as soon as possible by sending the IOM Personal History form in English language available on IOM Serbia [website](#) and a motivation letter, not more than one page, via email to [iombegvacancy@iom.int](mailto:iombegvacancy@iom.int) quoting this respective Vacancy notice number (**CVN 2022/12**) in the subject.

Only shortlisted candidates will be contacted.

**Position is subject to availability of funding**

**Posting period:** From 12.09.2022 to 18.09.2022

**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 – behavioral 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.