



Vacancy Notice No : CVN 2022/21
Position title : Professional Guardian
Duty Station : Sjenica 1 position, Lajkovac/Bogovadja 2 positions, Nis 1 position,
Loznica 1 position
Classification : Category A Consultancy
Type of Appointment : Consultancy
Estimated Start Date : October 2022
Closing Date : 25 October 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 the Project Coordinator and under the direct supervision of the MoLEVSA Social Protection Focal Point the incumbents will be responsible for the following tasks:

- Immediate assurance of respect for the best interests of the child, including supporting the child in making daily decisions and representing the best interests of the child in various formal procedures, and in particular in reaching a lasting solution;
- Assist the case manager and CSW in their duties regarding BIA/BID procedures and maintain constant contact with CSW;
- Ensuring that the child is involved in making decisions that are important to the child;
- Ensuring that the care, raising, upbringing and education of the minor ward leads to his / her enablement for independent living;
- Providing legal support and representation;
- Ensuring child safety;
- Ensuring an adequate standard of living, including housing and material support for the child, access to health services and education;
- Referring the child to providers of different services that the child can benefit from and monitoring their work;
- Inform the child about the asylum procedure, the services/support available to him and other important issues relevant to the child care;
- Develop a guardianship report for children under guardianship in accordance with the request of the CSW;
- Develop an analysis of the best interests of the child for the children in their charge by the decision of the CSW that have been in Serbia for more than a month and / or wish to remain in Serbia, in accordance with the requirements of the CSW;
- Submit monthly narrative reports to MoLEVSA and IOM;
- Perform such other duties as may be assigned by Project Coordinator.

Desirable Qualifications and Experience:

- Previous experiences in performing guardianship duties;

- Previous experience working with migrants, refugees and asylum seekers;
- Previous experience in working in social protection of vulnerable groups;
- Previous training on working with target group population (advantage);
- License for working in social protection services (advantage).

Languages Required

Fluency in Serbian

Basic in English

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 quoting this respective Vacancy notice number (CVN 2022/21) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 18.10.2022 to 25.10.2022

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.