



Vacancy Notice No : CVN 2022/22
Position title : Regional Coordinator – 5 positions
Duty Station : Belgrade
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:

- Facilitate and coordinate the implementation of project activities at national and local level;
- Provide administrative and operational support to the overall implementation process of the project at national and local level;
- Support and facilitate the coordination and meetings between various project stakeholders including the civil society organizations, relevant government partners, and international community;
- Establish effective and efficient monitoring system of project activities in order to achieve project results and enable quality assurance;
- Participate in creation and implementation of Monitoring plan, Supervision plan, Training plan, as well as Visibility and Communication plan;
- Establish effective information flow between all relevant stakeholders;
- Provide documentation and reports of the meetings, workshops to MoLEVSA Project Component Coordinator, including reports on weekly, monthly, quarterly and annual basis;
- Provide technical inputs in the preparation of training materials whenever required;
- Ensure day-to-day operational cooperation and coordination between social welfare institutions and other project beneficiaries, under supervision of MoLEVSA Project Component Coordinator;
- Collect, Analyse and Prepare relevant operational statistics and information for project progress reports;
- Prepare regular monitoring reports with relevant recommendations for MoLEVSA Project Component Coordinator and social protection institutions;
- Prepare and coordinate (regular and ad hoc) field monitoring visits/checks under the supervision of MoLEVSA Project Component Coordinator and write reports with relevant recommendations;

- Prepare budget based on ground requirements and take estimate of budgetary requirement;
- Perform such other duties as may be assigned by Project Coordinator.

Desirable Qualifications and Experience:

- Previous experiences in performing guardianship duties;
- High education (B.A.) in the field of social sciences obtained on the basic academic studies with at least 240 ECTS, master academic studies, specialist academic studies, specialist vocational studies and/or the basic academic studies of at least 4 years or specialist studies on the faculty;
- Good working knowledge of English language;
- At least 3 years of professional experience in working with migrant/refugee population;
- At least 2 year of experience in working for state administration authorities of the Republic of Serbia in the field of social protection;
- Good computer skills;
- At least one training in protection of vulnerable groups in migration context attended in the last year (advantage);
- At least 1 year of professional experience in working on projects funded by international donors, especially EU (advantage);

Competences

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills;
- Demonstrates openness to change and ability to manage complexities;
- Ability to solve practical problems and work independently, exercising good judgment.
- Strong interpersonal and communication (verbal and written) skills.
- Strong presentation and facilitation skills.
- Ability to maintain confidential nature of data and information.
- Ability to work collaboratively in a collegial environment.
- Ability to work under pressure to meet scheduled deadlines.
- Ability to work on a fast-paced team and build and maintain collaborative working relationships with internal and external stakeholders.
- Excellent follow-up and leadership skills
- Self-motivated with the ability to motivate and influence others
- Treats all people fairly without favoritism;
- Ability to formulate and develop activities based on project requirements;
- Ability to travel to the provinces and districts on field visits;
- Builds strong relationships with partners, colleagues, donors, stakeholders and external actors

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 2022/22) 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.