



Vacancy Notice No : SVN 2022/11  
Position Title : National Coordinator  
Duty Station : Belgrade, Serbia  
Classification : General Service Staff,  
Type of Appointment : SST Ungraded 6 months (with possibility of extension)  
Estimated Start Date : September 2022  
Closing Date : 11 September 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.*

## **Context**

### **General functions**

Under the overall supervision of the Regional Project Manager/Migration Management Team Leader and direct supervision of the Sub-regional Project Coordinator and Head of Office in Serbia; and, in collaboration with relevant units at IOM Regional and Sub-regional Offices, the successful candidate will be responsible and accountable for coordination and implementation of IOM project activities on return and readmission in Serbia.

The main responsibilities will include but not limited to the following activities:

- Support the planning, coordination, implementation and monitoring of project activities in line with IOM rules and procedures.
- Compile, summarize, analyse, and present information/data on specific project topics, prepare and update reports, factsheets, statistics and other project-related documentation.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information by using corporate tools like PRIMA and PRISM.
- Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties/state institutions to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
- Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
- Draft correspondence on project issues; ensure effective and efficient knowledge sharing related to return and readmission in Serbia
- Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
- Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
- Provide inputs and support the development of projects related to migration management including return and readmission in Serbia
- Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
- Provides guidance/training to new/junior staff.

- Perform other duties as may be assigned by the Head of Office

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

#### **Education:**

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with three years of relevant professional experience

#### **Experience:**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, returnees under readmission agreements, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage
- In depth knowledge of the broad range of migration and return-related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations

### **Languages Required**

Fluency in English and Serbian (oral and written).

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

Interested candidates to submit their applications as soon as possible by sending 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 (SVN 2022/11) in the subject.

Only shortlisted candidates will be contacted.

### **Position is subject to availability of funding**

***Posting period:*** From 05.09.2022 to 11.09.2022

### **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.