



Vacancy Notice No : SVN 2022/01
Position Title : Project Assistant
Duty Station : Belgrade, Serbia
Classification : General Service Staff, G5
Type of Appointment : SST Graded 6 months (with possibility of extension)
Estimated Start Date : March 2022
Closing Date : 20 February 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 Head of Office and the direct supervision of the National Project Officer, the Project Assistant will assist in implementation of the Global Programme on Making Migration Work for Development (Phase III) (60% of attendance) and Strengthening Capacities and Partnerships for Migration Management in Serbia (40% of attendance) funded by the Swiss Agency for Development and Cooperation. The main responsibilities will include but not limited to the following activities:

- Assist in the implementation and monitoring of project activities.
- Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
- Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties 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; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
- 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.
- 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:

- School diploma with five years of relevant experience; or,

- 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:

- Excellent computer skills and a high level of proficiency in spreadsheet and database applications;
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;
- Attention to details, ability to organize paperwork in a methodical way;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage. Excellent communication and negotiation skills

Languages Required

Fluency in English

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 quoting this respective Vacancy notice number (SVN 2022/01) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 07.02.2022 to 20.02.2022

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.