



Vacancy Notice No : VN 2022/04
Position Title : Project Coordinator
Duty Station : Belgrade, Serbia
Classification : General Service Staff, G6
Type of Appointment : OYFT (with possibility of extension)
Estimated Start Date : April 2022
Closing Date : 5 April 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

Under the overall supervision of Head of Office, and direct supervision of the Regional Project Manager – Migration Management Team Leader (RPM), the Project Coordinator will be directly responsible for the overall implementation and coordination of the “Regional Support to Protection-sensitive Migration Management, Phase III, Contract 1”. In particular she/he will:

- Coordinate the overall implementation of the project activities in Serbia, in a timely manner and be responsible for its administrative and technical oversight in line with IOM policies and practices as well as donor requirements, in close coordination with Frontex PIU.
- Act as intermediate between the beneficiaries, Frontex and the IOM for the planning and implementation of all project activities.
- In coordination with the RPM coordinate with operations/logistics, procurement, and monitoring and evaluation.
- Develop an action plan and timeline and regularly monitor progress to ensure smooth implementation of project activities. Monitor project progress to document and evaluate results, increase effectiveness and recommend appropriate action to Frontex PIU and IOM Project Management.
- Identify constraints and obstacles to the implementation of project, propose solutions in consultation with RPM in a timely manner.
- Actively participate in monitoring of project including expenditures and financial reports with the aim of attaining effective management and adequate burn rate and prepare budget revisions as deemed necessary.
- Participate in relevant meetings, and other events to promote project activities and disseminate results.
- Prepare donor and other reports and ensure proper information exchange on all operational aspects of the project between IOM, the donor, and other stakeholders.
- Establish an internal reporting system, monthly updates, and regular progress reports and monitor daily the availability of resources, progress toward project indicators, project quality and challenges.
- Undertake duty travel relating to project assessment, liaison with counterparts, problem solving, and workshops/trainings, as required.
- Conduct regular field visits to verify project progress and results in coordination with the concerned IOM Missions and project partners.

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

Desirable Qualifications and Experience:

Education:

- University degree in Social/Political Science/Psychology.

Experience:

- Knowledge, experience, and skills related to the migration and border management;
- Experience in field work and migrant protection;
- At least five years of experience in project management;
- Experience in liaising with governmental authorities and local communities, as well as national and international institutions;
- Analytical skills, including ability to draft clearly and concisely;
- Good level of computer literacy;
- Excellent communication and negotiation skills;
- Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking;

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 2022/04) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 22.03.2022 to 05.04.2022

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.