



Vacancy Notice No : VN 2022/05
Position Title : Project Assistant (Migrant Protection, Return and Reintegration)
(4 positions)
Duty Station : Various locations in Serbia
Classification : General Service Staff, G4
Type of Appointment : OYFT (with possibility of extension)
Estimated Start Date : June 2022
Closing Date : 9 June 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.

Return programs, voluntary or non-voluntary, have gained increased attention of migration stakeholders and governments both nationally and globally. IOM in the Western Balkans has been providing technical assistance and operational support to address various challenges aimed at comprehensive return management.

Through IPA 3 (2022-2025), IOM in the Western Balkans is implementing Assisted Voluntary Return and Reintegration (AVRR) program, supporting migrants with voluntary return and reintegration in the country of origin in close cooperation with Western Balkans governments. AVRR framework is characterized by a common work methodology that safeguards the dignity and rights of migrants, while seeking adherence to applicable international principles and standards in providing AVRR assistance. AVRR Program comprises tailored outreach, information provision, return and reintegration counselling and assistance to contribute to both return and sustainable reintegration of migrants in countries of origin.

General functions

Under the overall supervision of the Head of Office, the programmatic supervision of Regional Project Manager, and direct supervision of the Migrant Protection Officer, the incumbent will be responsible for the following tasks:

- Assist in the implementation and monitoring of project activities, specifically AVRR outreach, information and return and reintegration counselling, in line with WB Outreach Plan.
- Retrieve, compile, summarize, and present information/data on specific return and reintegration topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information in return and reintegration case management.
- Support administrative coordination of project implementation, involving liaison with diverse organizational units inside IPA 3 team and AVRR Unit and external parties (reception and immigration authorities) to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
- Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
- Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
- Organize meetings, workshops and training sessions.

- Respond to general information requests and inquiries; set up and maintain files/records.
- Observe, monitor, and contribute to the screening of migrants and ensure ethical referral of migrants in vulnerable situations, particularly potential victims of trafficking, exploitation and abuse, to appropriate and adequate protection and other services
- Facilitate the assistance provision in coordination with reception facilities authorities in daily operations in reception facilities to address the needs of migrants in vulnerable situations.
- Perform other duties as may be assigned by the Head of Office

Desirable Qualifications and Experience:

Education:

- School diploma with four 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 two 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, as well as in rights-based approach and case management;
- Attention to details, ability to organize paperwork in a methodical way; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Drivers license is an advantage

Languages Required

Working knowledge of English

Working knowledge of French, Arabic, Farsi, Kurdish, Pashto, Urdu, Dari, Punjabi is an advantage

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 (VN 2022/05) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 26.05.2022 to 09.06.2022

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.