



Vacancy Notice No : VN 2023/05
Position title : Project Assistant (Protection)
Duty Station : Belgrade
Classification : General Service Staff
Type of Appointment : G5 (OYFT with possibility of extension)
Estimated Start Date : March 2023
Closing Date : 10 March 2023

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 the Head of Office in Serbia and direct supervision of the Protection Officer and in collaboration with relevant units in the Country Office, the successful candidate will be responsible and accountable for assisting in the implementation of the protection components of the Project “EU Support to Protection Sensitive Migration Systems in the Western Balkans”. In particular the incumbent will be responsible for the following tasks:

- Assist in the implementation and monitoring of protection component of the project activities, including coordination of rights-based protection activities in the field, sustainable interpretation and cultural mediation, legal migration pathways.
- Retrieve, compile, summarize, analyse, and present information/data on specific project topics, including on migrant presence, access to rights and services in various migration contexts, as well as in relation to Displacement Tracking Matix.
- 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 including regular protection reporting summarizing reports of IOM protection field activities, 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 relevant functions and duties as required

Desirable Qualifications and Experience:

- School diploma with five years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, Business Management, 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 in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups, especially in the context of mixed migration;
- Strong written and verbal communication skills;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage; and,
- Knowledge and understanding of the migration issues in the country

Languages Required

Fluency in English and Serbian

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 (VN 2023/04) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 01.03.2023 to 10.03.2023

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances by the Canadian Immigration. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

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.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.