



Vacancy Notice No : VN 2023/11
Position title : Project Coordinator
Duty Station : Belgrade
Classification : General Service Staff
Type of Appointment : SST Graded G6 (6 months with possibility of extension)
Estimated Start Date : October 2023
Closing Date : 30 September 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 Chief of Mission a.i. and direct supervision of National Project Officer, the Project Coordinator will be directly responsible for the overall implementation, oversight and coordination of the Programme “Promoting Evidence-based Migration Governance for Maximizing Development Potential of Migration”. In particular she/he will::

- Oversee the overall implementation of the IOM Programme activities in Serbia within the Joint Program, 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.
- Act as intermediate between the beneficiaries, donor and the IOM for the planning and implementation of all project activities, including coordination with partner UN organizations and institutions.
- Supervise project staff and coordinate their work in operations/logistics, procurement, and monitoring and evaluation.
- Recommend the development of an action plan with timelines and then regularly monitor progress to ensure smooth implementation of project activities.
- Monitor project progress to document and evaluate results, increase effectiveness and recommend appropriate action.
- Identify constraints and obstacles to the implementation of project, propose solutions in consultation with Chief of Mission in a timely manner.
- 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 Country Offices and project partners
- Perform such other duties as may be assigned.

Desirable Qualifications and Experience:

- University degree in Social/Political Science/Psychology with four years of relevant 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; and,
- Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking.

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 (SVN 2023/11) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 15.09.2023 to 30.09.2023

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements. 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 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:** maintain high ethical standards and act in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates the 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 2*

- 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.

Managerial Competencies– behavioral indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments;
- Coordinates actions with emergency response actors and makes use of coordination structures;
- Supports adequate levels of information sharing between internal units, cluster partners, IOM, and other emergency response actors;
- Establishes and maintains effective relationships with implementing partners;
- Makes correct decisions rapidly based on available information.