

Vacancy Notice No : CVN 2024/10
Position title : Consultant for LAP preparation (2 positions)
Duty Station : Belgrade
Classification : Consultant
Type of Appointment : Type A consultancy (up to 11 months)
Estimated Start Date : August 2024
Closing Date : 31 July 2024

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 direct supervision of SCRM senior management and overall supervision of IOM Program Coordinator, Human Mobility and Migration Governance, the incumbent will be responsible for the following tasks:

I Support the SCRM in the process of developing/revising local planning documents in migration management

- Assist district coordinators and other relevant SCRM staff in the process of monitoring of LAPs development and implementation (i.e. providing relevant information necessary for local governments to develop LAPs, approving drafts of local government planning documents in line with the SCRM responsibilities, and preparing reports on the status of local government planning documents)
- Provide input for an update of methodology for LAPs development
- Provide input for the development of a set of indicators for evaluating the LAPs
- Closely collaborate and coordinate activities with the Consultant for Data Collection and Analysis
- Ensure standardization of LAP development between similar interventions by other external partners
- Provide support in updating the curriculum for local action planning
- Conduct training sessions at MTC Plandiste for the teams involved in LAP development.
- Provide support in the coordination of other activities aimed at achieving project goals in the field relevant to local action planning.

II Support LSGs in developing/revising local planning documents in migration management

- Provide support to selected local self-government units in the development of migration management planning documents through:
 - Analyzing the current situation in the sector/area at the local level.
 - Defining priority target groups in local self-government
 - Defining general and specific goals of the LSG action plan
 - Developing an implementation plan for local self-government
 - Providing on-the-job trainings to representatives of Local Migration Councils through facilitation and technical assistance in updating and creating LAPs
 - Analyzing and assessing challenges and risks, and providing recommendations for their solutions.
 - Undertake other tasks, as assigned by the supervisors, for the accomplishment of the project objectives.

Desirable Qualifications and Experience:

- University Degree and at least one year of relevant experience or high school and at least eight years experience of cooperation with LSGs in the field of migration

Skills

- Knowledge of the relevant legislative and strategic framework
- Good Knowledge on and experience in migration governance and management in Serbia;
- Understanding of the local self-governments functioning and processes for local public policy and strategic documents adoption would be considered as an asset
- Relevant experience in supporting some of the local development processes
- Knowledge of LAPs: purpose, structure, content
- Proficient in MS Office applications;
- Excellent organizational skills and ability to work in a team.

Languages Required

- Fluency in English and Serbian

The incumbent is expected to demonstrate the following values and competencies:

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

- **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.

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 (CVN 2024/10) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 22 July 2024 to 31 July 2024

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.