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| Vacancy Notice No  Position title | :: | CVN 2024/11  Capacity Building Consultant |
| Duty Station | : | Belgrade |
| Classification | : | Consultant |
| Type of Appointment | : | Type A consultancy (up to 11 months) |
| Estimated Start Date | : | September 2024 |
| Closing Date | : | 01 September 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:**

Supporting the Serbian Commissariat for Refugees and Migration (SCRM) in establishing a central-level learning resource in the migration area which would be used to increase competences on migration governance matters at central and local government levels.

The consultancy works in the framework of the implementation of the project “Promoting Evidence-based Migration Governance for Maximizing Development Potential of Migration” funded by the UN Migration Multi-Partner Trust Fund. The project is implemented in close collaboration with the Serbian Commissariat for Refugees and Migration, through partnership of four participating UN agencies, UNICEF, UNHCR, UNDP, and IOM. The project aims to contribute to the promotion of data-driven migration policy and planning through building up national and local capacities and expertise for training, migration data collection and analysis and linking migration and sustainable development.

The objective of the consultancy is to coordinate, implement and monitor the overall training delivery activities implemented with the Serbian Commissariat for Refugees and Migration (SCRM) in the framework of the project.

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:

1. Coordinate the overall trainings delivery in the Migration Training Centre in Plandiste (MTC) in a timely manner and perform administrative and technical oversight in line with SCRM and IOM/PUNO policies.
2. Develop the MTC training plan and schedule with blended learning approach and its training resources built in accordance with GCM objectives.
3. Work closely with other PUNO coordinators and relevant SCRM staff in preparation of the training plan and its delivery, ensuring agreement with other PUNO coordinators.
4. Support developing the MTC catalogue of trainings containing comprehensive guide for prospective participants, providing them with details about the training programs offered by the MTC, which includes structured list of the training programs available, organized by categories such as subject area, skill level etc.
5. Coordinate and monitor the training accreditation process at National Academy for Public Administration
6. Coordinate trainings sessions at MTC on migration related topics and monitor the entire project training component, ensuring the harmonisation with the needs of SCRM and other stakeholders
7. Act as the SCRM focal point for scheduling MTC training sessions
8. Provide relevant inputs for the procurement of services and supplies for the MTC
9. Identify constraints and obstacles affecting implementation of the activities and timely propose solutions in consultation with IOM Program Coordinator, Human Mobility and Migration Governance and SCRM senior management.
10. Coordinate operational aspects of training activities with those implemented by SCRM through other initiatives and with other implementing partners, relevant stakeholders, and authorities.
11. In accordance with the assigned roles and responsibilities, prepare and submit project implementation report, based on adequate programmatic documentation and ensure proper and timely information exchange.
12. Perform such other duties as may be assigned by direct supervisor.

**Desirable Qualifications and Experience:**

* University degree in social sciences and humanities, with at least eight years of relevant professional experience in the field of migration;

**Skills**

* Analytical skills, including ability to communicate clearly and concisely. Extensive knowledge of the broad range of migration related subject areas dealt with by the Organization.

**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 complexmatters 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](https://serbia.iom.int/sites/g/files/tmzbdl1126/files/documents/PH%20form.xls) and a motivation letter, not more than one page, via email to [iombegvacancy@iom.int](mailto:iombegvacancy@iom.int) quoting this respective Vacancy notice number (CVN 2024/11) in the subject.

Only shortlisted candidats will be contacted.

**Position is subject to availability of funding**

**Posting period:**From 20 August 2024 to 01 September 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.*