

Vacancy Notice No : CVN 2024/12  
Position title : Data Collection and Management Specialist  
Duty Station : Belgrade  
Classification : Consultant  
Type of Appointment : Type A consultancy (up to 11 months)  
Estimated Start Date : November 2024  
Closing Date : 07 November 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:**

In the Republic of Serbia, migration stakeholders and service providers need capacity building support to accelerate implementation of migration priorities towards achieving Sustainable Development Goals (SDGs) and fulfilling its commitments under the Global Compact for Safe, Orderly and Regular Migration (GCM). In order to effectively address priorities related to mixed migration (protection of migrants, AVRR, migrant health, access to international protection, child protection) and sustainable reintegration of returnees, national and local migration stakeholders need institutionalized learning and capacity building.

Migration policy makers' capacities for collection, analysis and use of migration data need to be strengthened. To develop responsive and relevant gender inclusive, child and disability sensitive evidence-based migration policies, decision makers (primarily SCRM and local migration councils) need reliable, comparable, age and gender disaggregated and timely data. With the implementation of joint Migration Multi-partner Trust Fund (MPTF) project in Serbia, four UN agencies (IOM, UNICEF, UNDP and UNHCR) will enable that local migration policy planners systematically collect sufficiently disaggregated data on migration trends and better use this data to inform policies.

Under the overall supervision of IOM Chief of Mission in Serbia, and the direct supervision of Program Coordinator, Human Mobility and Migration Governance and in collaboration with relevant units of Serbian Commissariat for Refugees and Migration, the Data Collection and Management Specialist will be responsible and accountable for the preparation of framework for local level collecting and reporting of data pertaining to the migration policy implementation.

Supporting the Serbian Commissariat for Refugees and Migration (SCRM) in setting up a data collection and analysis system related to migration policy planning and implementation at local level. The consultant will support the work of IOM Serbia Human Mobility and Migration Governance

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:

- Coordinate and supervise the project activities related to the strengthening the capacities of SCRM for data collection, processing and analysis in the field of migration management at local level.
- Support the SCRM in setting up a nation-wide system for collection and analysis of data on local level, including local Action Plans and Local Migration Profiles pertaining to the implementation of migration policies, which will inform subsequent reporting in line with Government of Serbia obligations
- Support the analysis of data collected through local action planning (using quantitative and qualitative data disaggregated by age, gender and migratory status), LAP implementation and background information
- Support SCRM in following indicators that effectively monitor and evaluate LAP's
- Support SCRM and LSG's in developing local migration profiles
- Within the context of coordination with LAP experts engaged to update and draft LAPs, overseecoaching and mentoring support, as needed, to the officials responsible for updating and revising local migration action plans (LAPs); enhance needs assessment capacities, stakeholder engagement and participation in consultative processes and integrate a 360 approach in local planning
- In cooperation with UNDP and relevant to its complementary MPTF project component, contribute to the development of real time data acquisition and sharing software which will lead to the creation of digital platform for migration data exchange
- Ensure that data collection, analysis and reporting practices, structures and products are gender-sensitive, child-sensitive and age disaggregated in cooperation with other relevant staff engaged through the project
- Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor
- Perform any other related duties assigned by Program Coordinator, Human Mobility and Migration Governance and SCRM management

#### **Performance indicators for the evaluation of results**

- Synergies with the creation of digital platform for LAP monitoring are identified and supported
- LAP's and local migration profiles methodology, indicators and tools pertaining to data collection for national reporting prepared and available in local migration planning processes in close coordination with LAP experts engaged by IOM through this action

#### **Desirable Qualifications and Experience:**

- University degree in political and social sciences, economics or a related field from an accredited academic institution with at least five years of professional experience, and at

least one that includes the tasks of migration management;

### **Skills**

- Good knowledge on and experience in migration governance and management in Serbia;
- Experience in data collection and analysis and producing reports based on those data;
- Knowledge of the relevant legislative and strategic framework;
- Understanding of the local self-governments functioning and processes for local public policy and strategic documents adoption would be considered as an asset
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis.

### **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](mailto:iombegvacancy@iom.int) quoting this respective Vacancy notice number (CVN 2024/12) in the subject.

Only shortlisted candidates will be contacted.

**Position is subject to availability of funding**

**Posting period:** From 31 October 2024 to 07 November 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.*