



Vacancy Notice No : SVN 2024/01  
Position title : Senior Project Assistant  
Duty Station : Belgrade  
Classification : General Service Staff  
Type of Appointment : SST Graded G6 (6 months with possibility of extension)  
Estimated Start Date : February 2024  
Closing Date : 20 January 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 overall supervision of the Chief of Mission a.i. (CoM) in Serbia and direct supervision of the National Protection Coordinator; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the partnership agreements within IOM Serbia Protection Program. In particular the incumbent will be responsible for the following tasks:

- Assist in the planning, coordination, implementation and monitoring of project partners' activities.
- Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
- Monitor project partners' budget implementation and propose adjustments as necessary.
- Act as focal point for administrative coordination of project partners implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
- Draft status reports in relation to project partners implementation; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
- Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
- Respond to complex information requests and inquiries; set up and maintain files/records.
- Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
- Monitor work of implementing partners and report any non-compliance to the supervisor.
- Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
- Perform any other duties as may be assigned by the CoM a.i.

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

- School diploma with six years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience.
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Skills**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming, specifically the EU.
- Knowledge of financial rules and regulations, including on administration and management of project partnerships.

### **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](mailto:iombegvacancy@iom.int) quoting this respective Vacancy notice number (SVN 2024/01) in the subject.

Only shortlisted candidates will be contacted.

### **Position is subject to availability of funding**

***Posting period:*** From 05.01.2024 to 20.01.2024

*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.*

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** – behavioural 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.