

Vacancy Notice No	:	SVN 2024/07
Position title	:	Project Assistant
Duty Station	:	Belgrade
Classification	:	General Service Staff
Type of Appointment	:	SST G5 (6 months with possibility of extension)
Estimated Start Date	:	July 2024
Closing Date	:	18 June 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 (CoM) in Belgrade and direct supervision of the National Program Coordinator-HMMG; the successful candidate will be responsible and accountable for the following tasks

- Assist in the implementation and monitoring of project activities.
- Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
- Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
- Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
- Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
- Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
- Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
- Provides guidance/training to new/junior staff
- Perform any other duties as may be assigned by the CoM a.i.

Desirable Qualifications and Experience:

- School diploma with five 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 three years of relevant professional experience.

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.
- Knowledge of financial rules and regulations

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 2024/07) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 05.06.2024 to 18.06.2024

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.