



Vacancy Notice No : VN 2024/03
Position title : National Program Coordinator, Human Mobility and Migration Governance
Duty Station : Belgrade
Classification : General Service Staff
Type of Appointment : OYFT NO-A (12 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 (CoM) in Serbia and direct supervision of the National Program Officer; and, in collaboration with relevant units at Headquarters and Regional Offices, the successful candidate will be responsible and accountable for managing the Human Mobility and Migration Governance program.

- Assist in the coordination and monitoring of the operational, administrative and financial aspects of the thematic projects falling under Human Mobility and Migration Governance program in accordance with IOM policies and practices as well as donor's requirements.
- Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation.
- Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures.
- Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.
- Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
- Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts.
- Contribute to the planning, development, organization and delivery of capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities.
- Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums
- Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents
- Supervise and provide training and technical guidance to project staff.
- Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
- Perform any other duties as may be assigned by the CoM a.i.

IOM Belgrade

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Desirable Qualifications and Experience:

- 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 two years of relevant professional experience; or,
- Master's degree in the above-mentioned fields is an asset
- 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

- Proven experience in migration governance from a multilateral organization
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and, in particular on immigration and border governance
- 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 2024/03) 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 2*

- 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.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction