



Vacancy Notice No : VN 2024/09
Position title : Protection Associate (Migrant Protection and Return and Reintegration) (7 positions)
Duty Station : Various locations in Serbia (Belgrade 3 positions, Pirot, Bujanovac, Presevo and Sjenica)
Classification : General Service Staff
Type of Appointment : OYFT G4 (12 months with possibility of extension)
Estimated Start Date : 01 September 2024
Closing Date : 24 July 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 direct supervision of National Protection Coordinator and overall supervision of Chief of Mission a.i., and in close coordination with national AVRR Coordinator Protection Associate will support the successful implementation of IOM Mandate by taking be directly responsibility for following tasks:

1. Carry out protection activities in an assigned area or areas, such as reception and asylum centers and center for foreigners in Republic of Serbia by implementing
 - a. Identify and respond appropriately to beneficiaries with protection needs including through referrals to relevant actors, particularly vulnerable categories of migrants, e.g. unaccompanied minors, victims of violence or organized crime, people with disabilities, etc.
 - b. Implement protection activities and cultural mediation, including but not limited to interacting with and supporting the provision of assistance to beneficiaries with protection needs, identifying protection gaps, suggesting ideas to address protection risks, facilitating cooperation, and encouraging the use and respect of protection principles.
 - c. Contribute to the screening of migrants and ethical referral of migrants in vulnerable situations, particularly potential victims of trafficking, exploitation and abuse, to appropriate and adequate protection and other services
 - d. In coordination with Commissariat for Refugees and Migration, assist to prepare and organize info sessions for migrants, supporting timely and accurate information provision on the risks of irregular migration and migrants' rights, contributing to the protection approach in accordance with international agreements and standards, as well as national legislation
2. Conduct protection monitoring and support data collection in a safe and confidential manner:
 - a. Collect high quality information through direct observation, focus group, and key informant interviews in accordance with IOM's guidelines
 - b. Collect and analyze needs based and rights-based data, regularly tracking GPC risks

- c. Provide regular updates and ensure that key information is received from other staff and partners and directed to the National Protection Coordinator to improve protection activities and address operational problems by offering alternatives. This includes submitting high quality, frequent, and timely reports
3. Support implementing the Assisted Voluntary Return and Reintegration Program:
 - a. Participate in AVRR outreach and information sharing activities
 - b. Support counselling and carry out interview sessions with AVRR beneficiaries and undertake logistical and administrative preparations for their return and reintegration in their countries of origin.
 - c. Monitor AVRR program activities, specifically AVRR outreach, information and return and reintegration counselling, in line with WB Outreach Plan
4. Support administrative coordination, involving liaison with external parties (reception and immigration authorities) to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Set up and maintain files/records.
6. Undertake duty travel to other locations.
7. Perform other duties as may be assigned by the Chief of Mission a.i..

Qualifications and Experience:

- High-school diploma with four 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 two years of relevant professional experience. Ability to supervise staff and coordinate administrative activities.
- Experience in social work, assistance of vulnerable populations, or case management scenarios.
- Experience in working with foreign nationals, irregular migrants, trafficked persons, children, and/or other vulnerable populations.
- Experience in networking, and ensuring access to services.
- Experience in working within the United Nations systems is an advantage
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization.
- Proficient in computer applications.
- Good written and spoken communications skills.
- A driving license is essential for this position.

Languages Required

Required: Proficiency in English and Serbian

Desirable: Working knowledge of Arabic, Farsi, Kurdish, Pashto, Urdu, Dari, Punjabi, Turkish.

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 (VN 2024/09) in the subject **together with preferable location (if more than one location is preferred please list all of them in preference order)**.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 09.07.2024 to 24.07.2024

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.

Competencies

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.