



International Organization for Migration (IOM)  
The UN Migration Agency

## VACANCY ANNOUNCEMENT OPEN TO EXTERNAL CANDIDATES

Position Title: Local Consultant  
Duty Station: Tirana, Albania  
Vacancy Notice no: 2017/02  
Classification: Consultancy  
Type of Appointment: Short-Term Assignment (**60 working days**)  
Estimated start date: 1 June 2017  
Estimated end date: 31 December 2017

Closing date: **16 May 2017**

Reference Code: **VN REF 2017/02**

### ***Context:***

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

Under the overall supervision of the Head of Office and direct supervision of the Project Coordinator, the successful candidate will be contributing to the successful implementation of the project “*Supporting the development of a migration policy in Albania*” implemented by IOM Tirana, through the financial support of the IOM Development Fund. The overall objective of the project is to support the efforts of the Government of Albania (GoA) to achieve SDG Target 10.7 to facilitate orderly, safe, and responsible migration and mobility of people, including through implementation of planned and well-managed migration policies.

### ***Core Functions / Responsibilities:***

The Local Consultant will be responsible for assisting the International Consultant in supporting the Inter-Institutional Working Group for the development of the migration governance policy and its action plan. More specifically he/she will be responsible for:

1. Supporting the International consultant in conducting a desk review of the existing policy, institutional framework, coordination mechanisms and migration dynamics in the country as well as existing gaps and recommendations already identified in previous assessments;
2. Supporting the International Consultant in providing guidance to the Steering Committee and IIWG for developing migration policy measures and actions;
3. Supporting IOM Tirana and the International Consultant in identifying stakeholders and conducting interviews as needed;

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#### **Mission in Albania:**

Rruga “Ibrahim Rugova”, Nd. 42, H.12, apt. 4 • Tirana • Albania  
Tel: +355 4 2257836-7 ; Fax: +355 4 2257835 ; • E-mail: infotirana@iom.int  
Internet: <http://www.iom.int/Albania>

4. Assisting IOM Tirana in developing an outline for the round table with national stakeholders and development partners, relevant for collecting inputs, suggestions and recommendations on the structure of the migration policy and action plan. The Local Consultant will support the International Consultant in preparing the presentation of the desk review findings and suggested structure of the policy, which will be the basis for further discussion and elaboration. The Local Consultant will participate to the round table;
5. Supporting the International Consultant in preparing a first draft of the policy and action plan on the basis of stakeholders inputs collected;
6. Assisting IOM Tirana in organizing a round table with national stakeholders and development partners for reviewing the draft policy document and the action plan prior to their formal endorsement by the Government of Albania. The Local Consultant will support the International Consultant in preparing the presentation of the draft of the migration policy and action plan. The Local Consultant will participate at the round table;
7. Supporting the International Consultant in preparing a revised draft of the policy and action plan reflecting the stakeholders comments, suggestions and recommendations presented in the round table;
8. Assisting IOM Tirana in organizing a validation round table with national stakeholders and development partners as relevant. The Local Consultant will support the International Consultant in preparing the presentation of the consolidated policy document and action plan. The Local Consultant will participate at the round table;
9. Supporting the International Consultant in collecting and reflecting the collected information, inputs, feedback and suggestions from the round tables and/or interviews with stakeholders in the draft policy paper and action plan;
10. Supporting the International Consultant in submitting a final document of the policy paper and action plan to the Steering Committee for final validation prior to approval by the Government of Albania.

### ***Desirable Competencies***

#### **Behavioral**

- Takes responsibility and manages constructive criticism;
- Works effectively with all stakeholders;
- Promote continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within the area of responsibility;
- Displays mastery of subject matter; g) contributes to collegial team environment;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

#### **Technical**

- Effectively applies knowledge of migration management issues within the organizational context.

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

- Master's Degree/ University Degree in a field relevant to the assignment, such as social sciences, political sciences, migration studies, or other relevant fields;
- Professional and previous experience in assisting government institutions to draft policy and/or research analysis in Albania and elsewhere;

- Very good knowledge of migration issues in Albania;
- Demonstrated leadership abilities and organizational capacity;
- Strong interpersonal and communication skills;
- Can work independently and as part of a team;
- Results-oriented;
- Good computer skills;
- Full working knowledge of English. Knowledge of the Albanian language is an asset.

***How to apply:***

Candidates with the required qualifications should submit a Curriculum Vitae **or** IOM Personal History Form together with a Cover Letter of not more than one page length specifying the motivation for applying to the following e-mail address: [HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int)

Alternatively, the application can be sent to the following address, quoting the above vacancy notice title/number:

IOM Tirana Human Resources  
Rruga Ibrahim Rugova, Nd. 42, H. 12, Apt. 4  
Tirana, Albania

*Only shortlisted candidates will be contacted.*