



International Organization for Migration (IOM)  
The UN Migration Agency

## **VACANCY NOTICE**

### **Open to Internal and External Candidates**

Position Title:	<b>ConnectAlbania and Grant Coordinator</b>
Duty Station:	<b>Tirana, Albania</b>
Classification:	<b>General Service, Grade 5</b>
Type of Appointment:	<b>Special short term, graded, six (6) months with possibility of extension</b>
Estimated Start Date:	<b>As soon as possible</b>
Closing Date:	<b>11 September 2017</b>

*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.*

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### ***Context:***

Nowadays policy-makers in Albania, donor agencies, development specialists and the wider informed public have realized that the Albanian Communities Abroad (ACA) are becoming increasingly important for the development of Albania. Albania's economy has benefitted significantly from remittance inflows, yet, there is a need to support new ways of promoting ACA to retain their connection to Albania and contribute to its economic and social growth.

The three-year program "Engage the Albanian Communities Abroad to the Social and Economic Development of Albania", funded by Italian Cooperation, identified and agreed with the governmental counterparts, will provide support to the Government of Albania (GoA) for enhancing the engagement of the ACA in the development of the country, with a specific focus on the communities in Italy, through targeted actions following the areas of strategic relevance identified by the GoA. The program will be implemented by IOM in cooperation with the Ministry of Foreign Affairs (MFA), the Ministry of Economic Development, Tourism, Trade and Entrepreneurship (MEDTTE) and other line ministries, and in close coordination with the Italian Embassy in Tirana and the Italian Agency for Development Cooperation.

Under the overall guidance of the IOM Representative in Albania - Head of Office (HoO) and under the direct supervision of the Programme Manager (PM), the successful candidate will be responsible for supporting all aspects of the ConnectAlbania and grants activities funded by the

Italian Cooperation, including coordinating in soft/hard copies and tracking grants documentation for the full grant cycle from idea development to close out.

The ConnectAlbania and Grants Coordinator will be expected to play an active and constructive role in providing grants coordination to the program management.

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

1. Coordinate the ConnectAlbania and start-up support component;
2. Assist with the capacity building activities for the development of the ConnectAlbania platform in particular, as well as on boosting the economic engagement of ACA in general;
3. Assist with the development of the concept of 'ConnectAlbania' investment boosting platform;
4. Participate in the development of an information toolkit for Development Agents from the ACA in Italy in collaboration with AIDA;
5. Assist the work for the development and launch of the bonus scheme for the development agents;
6. Coordinate and monitor the delivery of development agents bonus for successful referrals leading to employment;
7. Coordinate with the IT company to ensure maintenance and upgrade/update of the platform based on needs, throughout the program;
8. Participate in the development of the support scheme for second generation migrants from Italy;
9. Review the narrative components of all grants and reports closely to ensure that the grant development process and approved grant records successfully convey the goals and strategic objectives of the programme;
10. Check the overall quality of grants documentation to ensure a high level of quality of grants documentation and timely entry of all relevant grant information;
11. Assist on conducting the preliminary assessment of business proposals in line with program criteria and local needs;
12. Maintain up-to-the minute Grant Activity Matrix and filing system of all grant documentation and ensure grant documents are being filled correctly and are shared in a timely manner;
13. Maintain an extensive filing system of documentation related to individual grants;
14. Working in close coordination with the administrative and finance teams regularly reconcile financial tracking of the Grants Database with IOM financial systems;
15. Continuously monitor the progress of activities supported through grants and report accordingly to the Programme Manager and HoO;
16. Maintain a reporting system of programmatic activity for donors, and counterparts within the programme, the Mission and IOM as required;
17. Assist in organizing an international workshop to present the best practices and advise GoA on implementation of future similar initiatives;
18. Assist in drafting reports, updates and briefings on project related issues on a regular basis as well as upon request;
19. Perform any other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- University degree in Business Administration or related field from an accredited academic institution with at least five years of relevant professional experience, preferably in similar roles.

### **Experience**

- Substantive professional experience required in small grants administration;
- Expertise in database management as part of grants administration required;
- Experience in graphic design, Power Point or other software to generate sophisticated reporting an advantage;
- Strong budgeting and general analytical skills; strong familiarity with financial management is required;
- Knowledge of Online databases, web based applications and access desirable;
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint and Publisher;
- Thorough understanding of IOM Procurement and Logistics policies, rules and regulations;
- Knowledge of MS Project and common software applications such as Word, Excel, PowerPoint and Access;
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities assigned.

### **Languages**

Fluency in English is required; working knowledge of Italian is an advantage.

## ***Required Competencies***

### **Behavioural**

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;

- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates should submit CV and/or IOM Personal History Form together with a cover letter indicating the **Vacancy Notice Number (VN No)** with three professional referees and their contacts (both email and telephone) to: [HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int).

Women are encouraged to apply.

Only shortlisted candidates will be contacted.

***Posting period:*** 28 August 2017 to 11 September 2017