



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: 2018/01
Classification: Consultancy
Type of Appointment: Short-Term Assignment (**10 working days**)
Estimated start date: 5 February 2018
Estimated end date: 28 February 2018

Closing date: **30 January 2018**

Reference Code: **VN REF 2018/01**

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.

Context:

Under the overall supervision of the Head of Office and direct supervision of the IOM Albanian Focal Point for this Project, the successful candidate will contribute to the successful implementation of the project “Enhancing Capacities and Mechanisms to Identify and Protect vulnerable migrants in the Western Balkans – Phase II” implemented in Albania, Bosnia and Herzegovina, UNSCR-1244 Kosovo, the former Yugoslav Republic of Macedonia, Montenegro, and Serbia funded by U.S. Department of State Bureau of Population, Refugees and Migration.

In the framework of this project support will be provided to the Ministry of Interior, Office of the National Anti-Trafficking Coordinator to prepare the budget for the new country Anti Trafficking Action Plan 2018-2020.

Core Functions / Responsibilities:

The Local Consultant will be responsible for preparing the budget for the Anti-Trafficking Action Plan 2018-2020 in close consultation with IOM and project partners. The tasks specifically will include is determining the cost needed for the implementation of the Anti-Trafficking Action Plan 2018-2020 specifically identifying total funding needed to achieve and implement the action plan outcomes, outputs and activities as well as identifying the available resources in order to identify funding gap.

More specifically he/she will be responsible for:

- Preparing the budget to implement the Anti-Trafficking Action Plan 2018-2020;
- Identifying and including in the document of the Anti-Trafficking Action Plan 2018-2020 the available identified financial resources and highlight the funding gap;
- Presenting a draft document of the Anti-Trafficking Action Plan 2018-2020 with its costing within 10 February 2018;
- Consulting the document with stakeholders and present its final version within 20 February 2018.

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 financial and economic issues within the organizational context.

Desirable Qualifications and Experience

- 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;
- Good knowledge of government budgeting structures;
- Previous experiences in conducting budgeting and costing of Actions Plans or other similar activities for government institutions;
- Demonstrated leadership abilities and organizational capacity;
- Strong interpersonal and communication skills;
- Ability to work independently and as part of a team;
- Results-oriented;
- Good computer skills;
- Full working knowledge of English.

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

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.