



International Organization for Migration (IOM)  
The UN Migration Agency

## Special Vacancy Notice 2021-05 Open to Internal and External Candidates

Position Title:	Project Assistant
Duty Station:	Tirana, Albania
Classification:	General Service Staff, Grade 4
Type of Appointment:	Special short term graded, 6 (six) months with possibility of extension
Estimated Start date:	as soon as possible
Closing Date:	20.10.2021

*Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, 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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).*

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### ***Context:***

Under the overall supervision of the Head of Office (HoO) in Albania and direct supervision of the Project Coordinator the incumbent will be responsible for the following duties:

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

- Assist in the implementation and monitoring of project activities.
- Retrieve, compile, summarize, and present information/data on specific project topics.
- Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.

- Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
- Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
- Organize meetings, workshops and training sessions.
- Respond to general information requests and inquiries; set up and maintain files/records.
- Perform other related duties as assigned.

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

#### **Education**

- 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, Business Administration, Law or related fields from an accredited academic institution with two years of relevant professional experience.

#### **Experience and skills**

- 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.
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, Email, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;

#### ***Languages***

Fluency in English and Albanian is required.

#### ***Required 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.

***Other:***

Any offer made to the candidate in relation to this special 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 and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighboring 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 neighboring country located within commuting distance, and work permit, as applicable.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

***How to apply:***

Interested candidates should submit **CV and/or Personal History Form (PHF)** [download here](#) together with a **cover letter** indicating the **Special Vacancy Notice Number (SVN No)** with **three professional references** and their contacts (both e-mail and telephone) by e-mail confirming that you agree on our check for references to the referees provided by you to: [HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int).

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

To download Personal History Form please refer to: <https://albania.iom.int>.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Woman are encouraged to apply.

No late applications will be accepted.

Only shortlisted candidates will be contacted.

***Posting period:*** 05 October 2021 to 20 October 2021