



International Organization for Migration (IOM)  
The UN Migration Agency

## Special Vacancy Notice 2024-10 Open to Internal and External Candidates

Position Title : Project Coordinator  
Duty Station : Tirana, Albania  
Classification : General Service Staff, Grade G 6  
Type of Appointment : Special Short Term Graded, six months with possibility of extension  
Estimated Start Date : 02 April 2024  
Closing date : 24 March 2024

*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 special vacancy, internal candidates are considered as first-tier candidates.

### ***Context:***

Under the direct supervision of Head of Office, the Project Coordinator will be directly responsible for the overall implementation of the mission projects related to Integrated Border Governance. In particular, the incumbent will be responsible for:

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

1. Coordinate the implementation of the assigned project activities, in a timely manner and be responsible for its administrative and technical oversight in line with IOM policies and practices as well as donor requirements;
2. Coordinate with local stakeholders for the planning and implementation of all project activities;
3. Participate in relevant meetings, and other events to promote project activities and disseminate results;
4. Undertake duty travel relating to project assessment, liaison with counterparts, problem solving, and workshops/trainings, as required;

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

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5. Establish an internal reporting system, monthly updates, and regular reports and monitor progress toward project indicators and challenges;
6. Identify constraints and obstacles to the implementation of project, propose solutions in consultation with Head of Office in a timely manner;  
Assist in addressing complex immigration and border management challenges for the facilitation of cross-border movements, while upholding border security and protecting migrants' rights in full coordination with government stakeholders.
7. Provide recommendations to improving the policy, legislation, operational systems, and capacity building of government stakeholders to respond more effectively to diverse migration and border management challenges
8. Coordinate with local interlocutors to identify needs, determine priority areas, and shape and deliver interventions in integrated border management area
9. Prepare reports, updates and maintain statistics for migrant assistance projects on a regular basis as well as upon request;
10. Perform other duties as may be assigned.

***Required Qualifications and Experience:***

**Education**

- University degree in Social Sciences or related field from an accredited academic institution with four years of relevant professional experience; or
- High School Degree/Certificate with six years of relevant professional experience.

**Experience**

- Experience in liaising with governmental authorities and local communities, as well as national and international institutions;
- Knowledge, experience, and skills related to the areas of migrant protection and border governance would be an advantage;
- Analytical skills, including ability to draft clearly and concisely;
- Good level of computer literacy;
- Excellent communication and negotiation skills; and,
- Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking.

***Languages:***

Fluency in English and Albanian is required.

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### ***Required Competencies:***

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.
- Courage: Demonstrate willingness to take a stand on issues of importance
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

#### **Core Competencies** – behavioral indicators *level 2*

- 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.

#### **Managerial Competencies** - Behavioural indicators – Level 2

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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## **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.

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

Interested candidates are invited to submit the following (all in English language) indicating the **Special Vacancy Notice Number (SVN 2024-10)** with a subject line “**Project Coordinator**” to: [HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int) by 24 March 2024 midnight at the latest, referring to this advertisement:

- CV or Personal History Form (PHF) <https://albania.iom.int/resources/personal-history-form>
- Cover Letter with the details of competences (including previous similar experience, if any)
- [Reference and additional information form](#) signed in each page including three professional referees and their contacts (both email and telephone) potentially previous supervisors, confirming that you agree on our check for references to the referees and the requested additional information.

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.

Only shortlisted candidates will be contacted.

### ***Posting period:***

**From 11.03.2024 to 24.03.2024**

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