



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice 2024-12 Open to Internal and External Candidates

Position Title: **National Project Coordination Officer**
Duty Station: Tirana, Albania
Classification: National Officer Staff, Grade NO-A/1
Type of Appointment: One Year Fixed Term, 1 (one) year with possibility of extension.
Estimated Start date: 15 June 2024

Closing Date: 02 June 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.

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

1. Internal candidates

Context:

Under the overall and direct supervision of the Head of Office (HoO) in Tirana and in close cooperation with the Project Managers (PM), Project Coordinators (PC), implementation team, technical focal points and other Units of the Country Office (CO) as well as relevant the Thematic Specialists in the Regional Office (RO) Vienna, the incumbent will be responsible and accountable for coordinating the CO's activities and project development, donor reporting, monitoring and evaluation and liaison functions.

Core Functions / Responsibilities:

The incumbent will carry out the following duties:

1. Assist in the coordination and monitoring of the operational, administrative and financial aspects of the project in accordance with IOM policies and practices as well as donor's requirements.
2. Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation.
3. Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures.
4. Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.
5. Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
6. Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts.
7. Contribute to the planning, development, organization and delivery of capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities.
8. Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums
9. Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents
10. Supervise and provide training and technical guidance to project staff.
11. Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
12. Perform other related duties as required.

Required Qualifications and Experience:

Education:

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience; or,

- Master's degree in the above-mentioned fields

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.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

Languages:

Fluency in English and Albanian (oral and written) is required

Required Competencies:

The incumbent is expected to demonstrate the following values and behavioural competencies:

Values:

All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural 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.

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 **Vacancy Notice Number (2024-12)** with a subject line “**National Project Coordination Officer**” to: HumanResourcesTirana@iom.int.

- CV or Personal History Form (PHF) [download here](#)
- 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, as well as 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.

Only shortlisted candidates will be contacted.

Posting period: 20 May 2024 to 02 June 2024