



International Organization for Migration (IOM)  
The UN Migration Agency

## Vacancy Notice 2024-14

### Open to Internal and External Candidates

Position Title:	<b>Senior Protection Associate</b>
Duty Station:	Tirana, Albania
Classification:	General Service Staff, Grade 6
Type of Appointment:	One Year Fixed Term graded, 1 (one) year with possibility of extension.
Estimated Start date:	15 August 2024
Closing Date:	04 August 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 vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

This Vacancy is open in the framework of the IOM Project “Support for the Voluntary Integration of Afghan Nationals in Albania”.

The overall objective of this project is to facilitate and support the successful voluntary integration of Afghan migrants in Albania. To achieve this, IOM, in collaboration with relevant international and national partners, will provide Afghan migrants with comprehensive support to access basic services and developing skills and capacity to successfully integrate into local Albanian communities (Outcome 1). Furthermore, IOM will also strengthen the capacities of

government authorities and civil society organizations to support the sustainable integration of migrants in the country (Outcome 2).

Under the overall supervision of the Head of Office and direct supervision of the Project Coordinator the successful incumbent will ensure overall oversight of the protection activities and perform the following duties:

***Responsibilities and Accountabilities:***

1. Assist in the planning, coordination, implementation and monitoring of project activities in a timely manner and in line with IOM policies and practices, as well as donor requirements.
2. Monitor budget implementation of the protection activities in framework of the project and propose adjustments as necessary, highlighting noteworthy issues for the consideration of the appropriate parties.
3. Prepare timely and quality project progress and implementation reports for submission to donors and internally in coordination with the Project Coordinator, Head of Office and respective IOM departments.
4. Participate and contribute in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project, as needed.
5. Assist in preparing reports for protection-related activities; prepare summaries, statistical/narrative reports, and talking points that include specific information requested by IOM, governments, and other entities.
6. Monitor implementing partners, provide technical guidance and capacity building of implementing partners on related issues (protection and integration).
7. Carry out other duties assigned by supervisor and/or the HoO.

***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 at least four (4) years of relevant professional experience, or
- High School diploma from an accredited academic institution with at least six (6) years of relevant professional experience
- Specialization and/or extensive knowledge/experience of migration protection issues, from a human rights and gender perspective.

***Experience:***

- Experience in project management with United Nations agencies, Government entities or Non-Governmental Organizations (NGOs) in the protection of migrants, with a particular

- focus on the fight against human trafficking and smuggling, gender-based violence, return and reintegration, regularization and/or protection of childhood.
- Experience in migrant protection programming.
  - Experiences in conducting Monitoring and Evaluation (M&E), with an understanding of M&E tools and approaches.
  - Knowledge about managing inter-institutional relations

***Skills:***

- Thorough knowledge of English language,
- Strong interpersonal and communication skills,
- Attention to detail and ability to organise,
- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision; and,
- Computer/software literate with good knowledge in Microsoft Office.

***Languages:***

Fluency in English and Albanian (oral and written) 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 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.

***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.

A prerequisite for taking up the position is legal residency and work permit in Albania, as applicable.

***How to apply:***

Interested candidates are invited to submit the following (all in English language) indicating the **Vacancy Notice Number (2024-14)** with a subject line “**Senior Protection Associate**)” to: [HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int) by 04 August 2024 midnight at the latest, referring to this advertisement.

- Questionnaire on Mandatory Requirements ([page 5-6](#) of this VN 2024/14)
- 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.

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

Only shortlisted candidates will be contacted.

***Posting period:*** 22 July 2024 to 04 August 2024

## Questionnaire on Mandatory Requirements for Local Recruitment in Tirana, Albania

VN 2024/14

Senior Protection Associate

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### Education

Do you have:

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 at least four (4) years of relevant professional experience,

OR

High School diploma from an accredited academic institution with at least six (6) years of relevant professional experience

yes  no

Do you have:

Specialization and/or extensive knowledge/experience of migration protection issues, from a human rights and gender perspective.

yes  no

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### Experience

Do you have:

Experience in project management with United Nations agencies, Government entities or Non-Governmental Organizations (NGOs) in the protection of migrants, with a particular focus on the fight against human trafficking and smuggling, gender-based violence, return and reintegration, regularization and/or protection of childhood.

yes  no

Experience in migrant protection programming.

yes  no

Experiences in conducting Monitoring and Evaluation (M&E), with an understanding of M&E tools and approaches.

yes  no

Knowledge about managing inter-institutional relations.

yes  no

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**Other**

Are you currently holding a valid residence and work permit for Albania?

yes  no

Please indicate the countries from which you hold passports:

Are currently or were previously any of your relatives employed by IOM?

yes  no

Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)? If the answer "yes", attach a separate sheet giving details of all arrests and fines other than minor traffic violations.

Specify charge, date, place where arrested, and disposition.

yes  no

Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer is "yes", please provide the details in an attached statement and provide information about any sanction or measure taken.

yes  no

State any disabilities which might limit the performance of your work.  
(Appointment is subject to compliance with medical requirements.)

When would you be available for employment upon being offered a position?

Immediately  15 days  1 month  2months

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**Date:**

**Name:**

**Signature:**