



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice 2024-17 **Open to Internal and External Candidates**

Position Title: **Project Associate**
Duty Station: Tirana, Albania
Classification: General Service, Grade G5
Type of Appointment: One Year Fixed Term, 1 (one) year with possibility of extension.
Estimated Start date: 15 July 2024

Closing Date: 27 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 internal candidates are considered as first-tier candidates.

Context:

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

Core Functions / Responsibilities:

The incumbent will carry out the following duties:

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, analyse, and present information/data on specific project topics.

3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
10. Provides guidance/training to new/junior staff.
11. Perform other related duties as assigned.

Required Qualifications and Experience:

Education:

- School diploma with five years of relevant experience; or,
- 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 three 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;
- Knowledge of the broad range of migration related subject areas dealt with by the Organization would be an advantage
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things

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.

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 (2024-17)** with a subject line “**Project Associate**” 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: 14 June 2024 to 27 June 2024