



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice 2024-18

Open to Internal and External Candidates

Position Title:	Project Associate
Duty Station:	Tirana, Albania
Classification:	General Service Staff, Grade 5
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.

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:

IOM understands migration as both a process and a human condition, requiring facilitative actions and interventions at the level of state, community and the individual. IOM in Albania works closely with its stakeholders to engage in multi-level interventions that contribute to the capacity development of state institutions and partner organizations to address the effects of accelerating human mobility. With the mission key focus on three broad priority areas namely resilience, mobility and governance, the mission takes a 3 Fold approach to ensure:

- Protection for those identified as being vulnerable to violence, exploitation, or abuse, including trafficking, within a migration context as per the determinants of the migrant vulnerability model. This includes facilitating their access to services and supporting the capacities of relevant institutions.
- Efforts for migrants and societies to strive towards fostering safe, orderly, and regular human mobility.
- Support for whole-of-government coordination and whole-of-society mechanisms that will help government institutions and key stakeholders at the local and national levels to

have relevant skills, knowledge, resources, tools, and evidence to develop migration policies and frameworks contributing to good migration governance.

IOM in the context of Addressing Mixed migration Flows in the western Balkans ensures that vulnerable migrants are better protected and have access to safe and dignified return assistance through the following interrelated outcomes:

Outcome 1. Authorities and humanitarian responders have access to accurate, up-to-date data and enhanced knowledge on migrants arriving to and present in the Western Balkans (DTM)

Outcome 2. Vulnerable migrants have access to adequate reception and referrals in and out of reception facilities across the region.

Outcome 3. Migrants in transit in the WB have access to return and reintegration assistance (AVRR)

Under the overall supervision of the Head of Office (HoO) in Tirana and in coordination with Sub-Regional Return and Reintegration Officer (AVRR) and Information Management Officer (DTM) the incumbent will be responsible for the following duties:

Responsibilities and Accountabilities:

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. Provide support as required in DTM activities; AVRR outreach and information activities and carry out regular counselling and interview sessions with AVRR beneficiaries as well as assist in coordination of the daily work as Team Leader for the Mobile Teams.
12. 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:

- 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.

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 (2024-18)** with a subject line "**Project Associate**" to: 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 2024/18)
- 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 2024/18

Project Associate

Education

Do you have:

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.

yes no

Experience

Do you have:

Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;

yes no

Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,

yes no

Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

yes no

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

Date:

Name:

Signature: