



## CALL FOR APPLICATIONS

Position Title : **Consultant**

Duty Station : **Pristina, Kosovo<sup>1</sup>**

Classification : **Consultant, Grade Other**

Type of Appointment : **Consultant**

Estimated Start Date : **As soon as possible**

Closing Date : **10 March 2023**

**Duty Station of the Consultancy:** Reception Center for Migrants in Vranidoll in the Pristina municipality and Police Registration Centers within Kosovo

**Duration of Consultancy:** 09 months - starting in March 2023

**Nature of the consultancy:** Migrant Counselling Services

### Project Context and Scope:

The International Organization for Migration, 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 and it does so by providing services and advice to governments and migrants.

IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

Over the past 70 years, IOM has facilitated the dignified and safe transportation of millions of migrants around the globe. Movement assistance encompasses all resettlement and other forms of humanitarian admission; evacuations of vulnerable migrants, internally displaced persons and others; voluntary relocation, return and repatriation; and family reunification, as well as efforts for counter-trafficking and the protection of stranded migrants. Individuals and families are also assisted by IOM to return to their homes, relocate to safety, reunite with family members and migrate towards new opportunities.

As part of its activities in Kosovo, IOM assists in providing humanitarian assistance and protection-sensitive responses to migrants. These include enhancing access to accurate information and provision of voluntary return assistance to migrants who wish to go back to their home countries.

**Organizational Department / Unit to which the Consultant is contributing:** Migration Management and Operations Unit, IOM Kosovo

### Duties and Responsibilities

- Provide accurate information to migrants in Kosovo related to migration law and migrants' rights and obligations in Kosovo through individual or groups counselling sessions, including during

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<sup>1</sup> All references to Kosovo should be understood for IOM to be in the context of [United Nations Security Council resolution 1244](#) (1999).

outreach activities and at migrant reception or registration places, and refer migrants to adequate services in line with established referral mechanisms and standard operating procedures.

- Inform migrants about IOM's assisted voluntary return and reintegration programme and provide return counselling in line with IOM's procedures and guidance
- Act as translator/interpreter and facilitate communication and interaction between migrants, IOM and migration authorities and other relevant entities. Assist in identification of migrants' needs.
- Assist in delivering services to migrants in a culturally sensitive way and keep the Project Coordinator and the Chief of Mission abreast of any new trends, issues and development that may affect the IOM's programming and implementation of activities.
- Assist in, the implementation of Displacement Tracking Matrix, actively participate in outreach activities and migration flow monitoring in line with obtained guidance and with full respect of protection principles,
- Maintain and keep updated records on new migrant arrivals in Kosovo, record data in IOM database in accordance with IOM guidelines and principles.
- Carry out relevant duty travel within Kosovo as required.
- Prepare regular periodic and other reports as requested
- Perform any other tasks that may be assigned by the Project Coordinator or Chief of Mission.

### **Education,**

School diploma with three 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 one years of relevant professional experience.

### **Experience and/or skills required**

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 required**

Knowledge of the broad range of migration related subject areas dealt with by the Organization; and,

Knowledge of legal framework on migration network

Maintaining smooth and efficient day to day communication with IOM Pristina AVRR Unit;

Ability to mainstream protection principles in their work;

Ability to work with people from different backgrounds and walks of life.

### **Language requirements:**

Fluency in Albanian, English and Arabic are required.

## Competencies

### Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a consistent manner 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.

### Core Competencies – behavioural indicators

- **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.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Kosovo will be eligible for consideration.

## **How to apply:**

**This application is open to individuals. Applications should contain the following:**

- Expression of interest (no more than one page)
- CV
- 2 reference contacts

Interested candidates are invited to submit their applications package to [iompristinaapplications@iom.int](mailto:iompristinaapplications@iom.int) by 10 March 2023 midnight at the latest, referring to **CON 2023/XK022402** in the subject line.

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

**Only shortlisted candidates will be contacted.**

***Posting period:***

From 24.02.2023 to 10.03.2023

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.