



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications SVN 2022/XK0961

Open to Internal and External Candidates

Position Title : **Camp Management Support Assistant (NFI)**
Duty Station : **Ferizaj, Kosovo (UNSC 1244)**
Classification : **General Service Staff (G5)**
Type of Appointment : **Special Fixed Term, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **September 18, 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

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. As part of its activities in Kosovo, IOM assists in providing humanitarian assistance and protection-sensitive responses to migrants.

Under the overall supervision of the Project Coordinator Chief of Mission and the direct supervision of the Senior Camp Management Support Assistant (NFI), the Camp Management Support Assistant is responsible to:

Core Functions / Responsibilities:

- Assist in the implementation and distribution of NFIs, in line with IOM's procedures and policies, and project targets.
- Provide support for the maintenance of central warehouse, storage of non-food items (NFI), donations and IOM supplies and assets in the Camp, assist in monitoring and

ensuring that provision is in place according to the schedule and the guidelines of the Site.

- Assist in implementing Good Warehousing Practice (GWP) for all warehouses in the Camp.
- Record new and existing NFI in a timely and accurate manner as well as their distribution in the database.
- Provide regular and detailed reports to the Senior Camp Management Support Assistant (NFI) and the Project Coordinator on the NFI provision and distribution.
- Assist in inventory controls, keeping proper records and managing the range of storage. Ensure a systematic and proper filing of the supporting documents related to the NFI items.
- Maintain a professional appearance and migrant-friendly demeanour at all times and sustain positive working relationships within the IOM team, implementing partners and other entities involved in the camp management operations.
- Perform other related duties as assigned.

Required Qualifications and Experience

Education

- High School diploma with five years of relevant experience;
- University degree in Business Administration, Marketing and Logistics, 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 camp coordination support, delivery of humanitarian assistance, NFI in particular, is an advantage.
- Experience in working with migrants, victims of trafficking and other vulnerable groups.
- Experience in liaising with authorities, diplomatic missions and international organizations is highly desirable

Skills

- Strong organizational and communication skills.
- Ability to work under time pressure and in camp setting.
- Ability to prioritize work, multi-task and meet deadlines.
- Strong interpersonal skills and flexibility, responsibility, integrity, teamwork, self-motivated.
- Able to work with little supervision, focused, well organized, detail-oriented.
- Strong computer skills, proficiency in Microsoft Office.
- Driving license (cat B) with 5 years of driving experience.

Languages

- Fluency in English and local languages: Albanian and/or Serbian (oral and written).

- Knowledge of Pashto or Dari is an advantage.

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 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.

Core Competencies – behavioural indicators level 1

- 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:

Interested candidates are invited to submit their applications – Personal History Form (click [here](#) to download) and Cover Letter to iompristinaapplications@iom.int by September 18, 2022 midnight at the latest, referring to **SVN 2022/XK0961** 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 07.09.2022 – 18.09.2022