



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications CFA 2022/XK09011

Open to Internal and External Candidates

- Position Title : **Camp Management and Migrant Protection Assistant**
- Duty Station : **Temporary Reception Centre for Migrants in Vranidoll, Municipality of Pristina, Kosovo (UNSC 1244)**
- Classification : **General Service Staff (UG)**
- Type of Appointment : **Special Fixed Term, 6 months with possibility of extension**
- Estimated Start Date : **As soon as possible**
- Closing Date : **September 15, 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.

A temporary reception centre for migrants in Vranidoll has been established with IOM's support. IOM will continue to support the full operationalization of the centre and provision of basic services to migrants including through a strengthened referral of vulnerable migrants. Under the direct supervision of the Project Coordinator and overall supervision of the Chief of Mission the incumbent will provide support to the authorities in managing the daily services in the centre in line with international standards. In particular, s/he will have the following tasks:

Core Functions / Responsibilities:

- Assist in the planning, organization and logistical arrangement of day-to-day activities in the site, support procurement of services, supplies, equipment and support administrative processes; report regularly on the challenges and progress recorded in realization of activities.
- Monitor work of implementing partners/service providers and report any non-compliance to the supervisor.
- Assist in identification of vulnerable migrants and referring them to adequate services. Contribute to the development and implementation of Standard Operating Procedures and mainstreaming of protection principles in the daily operations of the centre.
- Act as translator/interpreter and facilitate communication and interaction between migrants and Centre staff and other relevant entities.
- Provide accurate information to migrants related to migration law and migrants' rights and obligations through individual or groups information sessions, and refer migrants to adequate services in line with established referral mechanisms and standard operating procedures.
- Inform migrants about the IOM's assisted voluntary return and reintegration programme and provide return counselling in line with IOM's procedures and guidance
- 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.
- Ensure confidentiality when handling personal information and data of migrants.
- Draft reports outlining the situation in the centre, identifying shortfalls bring them to the attention of the supervisor and suggest remedial actions.
- Perform such other duties as may be required.

Required Qualifications and Experience

Education

- University degree in Humanities, Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with minimum three years of work 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; Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web-based management systems.
- Experience in working in a migration/refugee setting, in a multi-cultural environment will be a strong asset.

Skills

- Demonstrated organizational, facilitation, communication and writing ability, as well as interpersonal and presentations skills.
- Strong work ethics and commitment to humanitarian principles.
- 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.
- In-depth knowledge and understanding of migration law, humanitarian and protection principles.

Languages

Fluency in English and local languages: Albanian and/or Serbian (oral and written).
Advanced knowledge of Arabic language is a strong asset.

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 15, 2022 midnight at the latest, referring to **CFA 2022/XK09011** 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 01.09.2022 – 15.09.2022