



International Organization for Migration (IOM)
The UN Migration Agency

EXTENSION: Special Vacancy Notice

SVN 2023- XK- 301123

Open to Internal and External Candidates

Position Title : **National Project Officer**
Duty Station : **Prishtina, Kosovo (UNSC 1244)**
Classification : **National Officer Category-NOA**
Type of Appointment : **Special Fixed Term, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **January 31, 2024**

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.

Project 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 challenges and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

The Youth Empowered through Inclusive School and Societies (YESS) project, funded by the UN-Secretary General's Peacebuilding Fund and jointly implemented by UNICEF and IOM under the UN Development Coordinator's guidance in Kosovo, focuses on empowering children and youth aged 13 to 24. This 24-month initiative adopts a bottom-up, community-based approach, centering on schools and surrounding communities as platforms for engaging children, young men, and women, especially from marginalized groups historically excluded from decision-making processes. The project aims to cultivate positive agents of change who promote tolerance, diversity, mutual understanding, and social cohesion among various communities in Kosovo.

The initiative will involve children, youth, their teachers, municipal educational authorities, parents, and broader communities across 10 selected municipalities in Kosovo.

The project aims to foster tolerance, diversity, and social connections within and between communities, despite the challenges of dual education systems and political sensitivities. Rather than aligning with either system, the project will work horizontally with schools, local structures, employing non-formal education programs and youth-led activities to promote change at individual and community levels. Leveraging existing policies on social cohesion and multilingualism, the project aims to empower young people with critical thinking skills, facilitating dialogue, human rights promotion, and resilience to conflict. The comprehensive approach addresses ethnic polarization and other conflict factors, targeting diverse schools and municipalities, and involves incremental implementation considering the political and security climate.

The project, carefully aligned with both local and global methodologies, will impact schools and universities and individuals in selected municipalities, focusing on two main outputs: sensitizing schools and local authorities to create peaceful environments, and enhancing collaboration among youth-led initiatives and stakeholders for community development and peacebuilding. Activities include empowering students, enhancing teachers' capacities, fostering cooperation with local authorities, supporting language learning initiatives, fostering inter-community cooperation, partnering with the private sector, and amplifying youth voices through media and cultural partnerships.

Under the overall supervision of Chief of Mission and the Steering Committee of the Project, the incumbent will work in close collaboration with the Programme Support Unit (PSU), and will coordinate with UNICEF staff and oversee a Team of assistants as well as all phases of the project including:

Core Functions / Responsibilities:

- Facilitation of strategic oversight and arbitration the Steering Committee as and when required by the project, including but not limited to, facilitating the objectives and scope setting, process planning and implementation.
- Project coordination and operational management, including, but not limited to, documentation, organisational communication and socialisation with stakeholders and implementing partners.
- Project organisational communications, socialisation and onboarding, with a view to ensuring active participation and inclusivity of stakeholders
- Leading with editorial revision and execution (content vetting, validation and integration of documents) leveraging the support of the Project Assistants and other relevant technical focal points
- Ensuring project finalisation and dissemination through competent organism internally to the organization as well as externally, and/or other preferred channels
- Coordination and monitoring of the operational, administrative and financial aspects of the project in accordance with IOM policies and practices as well as donor's requirements.
- Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation.
- Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures.
- Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms on project related

activities including project awareness and visibility, summaries, press releases and other relevant materials.

- Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
- Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts.
- Contribute to the planning, development, organization and delivery of capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities.
- Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums
- Participate in the preparation of a diverse range of communication products, concept notes and other planning documents
- Supervise and provide training and technical guidance to project staff.
- Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
- Perform other related duties as required

Key responsibilities expected include:

- Design and implementation of workshops and trainings: The Project Coordinator will facilitate the design and delivery of capacity development initiatives, including workshops, training, and other activities. This involves developing agendas, identifying facilitators, and tracking the budget to ensure alignment with organizational goals.
- Stakeholder coordination and communication: The Project Coordinator will coordinate with both internal and external stakeholders, ensuring seamless communication. This includes preparing talking points and presentations, disseminating invites, and compiling notes and reports to maintain transparency and foster collaboration.
- Effective collaboration: Leveraging strong interpersonal skills, the Project Coordinator will work effectively with diverse stakeholders, focusing on promoting continuous learning, clear communication, and teamwork within the scope of the project.
- Planning and Management: With a strategic mindset, the Project Coordinator will plan work, set clear and attainable goals within the area of responsibility, anticipate potential risks, and develop strategies to mitigate them, ensuring the project stays on track.
- Gender incorporation: The Project Coordinator is committed to incorporating gender-related needs, perspectives, and concerns into the project, promoting equal gender participation. Additionally, the Coordinator will stay abreast of and apply relevant innovative solutions where necessary to enhance the effectiveness of the project.

Tangible and Measurable Work Outputs with Delivery Dates

- Design and implement in close collaboration with stakeholders a capacity development plan, that will include a monitoring and evaluation plan
- Provide advice and technical assistance on different aspects of the outputs and activities derived from the project.
- Plan and organize activities within the project scope
- Liaise with authorities, program partners, civil society, the international community and donor

Required Qualifications and Experience

Education

- Master's degree in international development, International Relations, Anthropology, Sociology, Social Research Methods, or related fields.

Experience

- 5 or more years of relevant professional and field experience related to development programmes, and institutional structures, preferably in relation to youth, gender and migration, as well as capacity development and/or programme and knowledge management;
- Knowledge of key contexts issues is essential;
- Experience working and managing a Team in a multicultural environment, on a hybrid mode, both presential as well on virtually and engaging individuals from a diverse range of functional areas
- Experience in MEAL and Community participation
- Experience in establishing contacts and liaising with partner organisations/companies.
- Previous experience working in an International Organisation and/or UN organisation desirable.

Languages

For all applicants fluency in English, Albanian and/or Serbian is required (oral and written). Knowledge of both local languages is an advantage.

Skills

- Solid understanding of UN relevant instruments, such as the agenda 2030 and, understanding peacebuilding frameworks and how the project can contribute to achieving them
- Knowledge of current thinking and development in peacebuilding, capacity development and effective knowledge transfer models, concepts and principles relevant to humanitarian contexts
- Familiarity with programme and project lifecycle tools, implementation, monitoring, and evaluation desirable.
- Demonstrated data collection and analytical writing skills, including ability to analyse and consolidate quantitative and qualitative information to understand and identify gap and needs, as well as project's entry points.
- Good operational, analytical and problem solving skills;
- Demonstrated ability to produce high-quality written outputs and ability to present them in English and at least one of the official languages in Kosovo.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 31 January 2024, midnight at the latest, referring to **SVN 2023- XK- 301123** in the subject line.

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

Candidates who have already applied for this vacancy do not need to apply again. Only shortlisted candidates will be contacted.

Posting period:

From 25.01.2024 – 31.01.2024