



International Organization for Migration (IOM)
The UN Migration Agency

EXTENSION: Special Vacancy Notice
SVN 2023-XK-301223
Open to Internal and External Candidates

Position Title : **Project Associate**
Duty Station : **Prishtina, Kosovo (UNSC 1244)**
Classification : **General Service Staff (G5)**
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.

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 the Chief of Mission and direct supervision of the National Project Officer, the incumbent will be responsible for supporting the efficient implementation of the project activities and achievement of expected results.

Core Functions / Responsibilities:

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. 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.

Languages

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

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.

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-301223 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