



International Organization for Migration (IOM)
The UN Migration Agency

EXTENSION: Special Vacancy Notice
SVN 2023-XK-301207
Open to Internal and External Candidates

Position Title : **Project Specialist (Social Inclusion)**
Duty Station : **Prishtina, Kosovo (UNSC 1244)**
Classification : **General Service Staff (G6)**
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 overall goal of the project is to contribute towards more inclusive policies and legislation that minority communities will benefit from and therefore improve their resilience to the risk of escalating conflict. At the same time, the project will create linkages between communities, foster cooperation and ultimately contribute towards a safe, democratic and developed society for all.

Under the overall supervision of the Chief of Mission, the direct supervision of the Programme Support Officer and in close collaboration with the Project Coordinator, Social Inclusion Specialist will support the planning and implementation of programming in the area of social inclusion and cohesion. In particular, the incumbent will perform the following duties:.

Core Functions / Responsibilities:

1. Stay abreast of relevant policies and legislation, identify good practices and gaps, suggest potential solutions to improve the effects of existing policies in the field of minorities, trust-building, social cohesion and sustainable development. Monitor the implementation of relevant measures and keep the mission management, programme support and involved staff abreast.
2. Provide technical inputs to the preparation and revision of relevant legal documents and policies and prepare analytical summaries, supporting dialogues and analyzing/compiling outcomes;
3. Contribute to research, analysis, publications, briefings, reports and other materials as requested.
4. Contribute to facilitating dialogue between and among institutions and communities and provide advisory services as requested.
5. Coordinate and monitor proper implementation of specific programme components, identify problems, and propose actions to expedite the timely delivery of inputs, efficient utilization of resources, and effectiveness in achieving deliverables.
6. Provide suggestions to the development and implementation of the mission's workplan (identify key deliverables, develop implementation timeline, etc.);
7. Maintain contact with institutions, academia, research institutes, implementing partners, international organizations, civil society and experts to expand and share knowledge, exchange views on latest findings, incorporate cutting-edge thinking in IOM work.
8. Participate in internal and external meetings, institutional, inter-agency task forces and groups, as required.
9. Organize meetings, finalize agendas and invitations, ensure the production and distribution of documentation, and follow up on required actions; provide talking points for the meetings.
10. Organize and coordinate the work performed by other consultants / experts, as requested.
11. Provide inputs for external communication, advocacy and visibility materials.
12. Evaluate ongoing support to meet changing needs and solve operational problems as required;
13. Perform other duties as required.

Required Qualifications and Experience

Education

- Bachelor's degree (or equivalent) in law (human rights, minority rights), social sciences, public policy/administration, or related field of studies

Experience

- A minimum of four years of professional experience in the area of human rights, minorities' rights, peacebuilding, social inclusion, protection of vulnerable groups, or similar;
- Proven experience in project implementation and promoting best practice.

Skills

- In-depth knowledge of human rights, conflict prevention and social inclusion issues;
- Enthusiasm and self-discipline: Ability to work effectively under tight deadlines and significant workload;

- Team work: Proven ability to work in a collaborative manner to meet project goals, maintaining effective relationships in multidisciplinary teams and cultivating a culture of information and knowledge sharing;
- Interpersonal skills: Ability to communicate easily and well with staff at all levels and also with external counterparts;
- Strong results orientation: Maintain focus on results; overcome obstacles and challenges, evaluate and take responsibility for achieving results;
- Planning and organizing skills: ability to plan activities/projects well in advance; ability to monitor performance against deadlines and milestones;
- Strong communication skills and ability to write technical documents;

Languages

For all applicant's fluency in English, Albanian and Serbian is required (oral and written).

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 of January 2024, midnight at the latest, referring to SVN 2023-XK-301207 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 16.01.2024 – 31.01.2024