



## Vacancy notice open to Internal and External Candidates

**Duty Station:** Sarajevo, Bosnia and Herzegovina

**Application Deadline:** 20 May 2024

**Position Title:** Project Clerk

**Contract type:** SST

**Grade:** G3

**Contract duration:** 9 months, renewable

**Starting Date:** as soon as possible

**Reference Code:** SVN 24-05/24

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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

The International Organization for Migration (IOM) - the UN Migration Agency - is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM, together with the international community, assists the population of BiH in rebuilding their lives and working for a better future. Today, with a focus on building the capacity of the BiH government to manage migration, IOM is working with a wide range of governmental and non-governmental partners in a wide range of migration related areas, including, amongst others, the protection of vulnerable migrants; border management; assisted voluntary return; diaspora; technical assistance on migration management; disaster risk reduction and recovery.

### Core Functions/Responsibilities

Under the overall supervision of the Migration Response Coordinator in IOM BiH and direct supervision of the Project Manager, the successful candidate will be responsible for day-to-day financial and administrative support in implementation of project activities related to Disaster Risk Reduction (DRR) in Bosnia and Herzegovina in compliance with IOM and the donor's financial rules and regulations.



1. Provide general/clerical assistance in the implementation of project activities.
2. Retrieve, compile, summarize, and present information/data on specific project topics.
3. Assist in monitoring budget and updating budget related information.
4. Support administrative coordination for project implementation, involving liaison with diverse organizational units or external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions.
5. Draft status reports, correspondence, briefing notes, graphics, statistical tables, presentations, and other forms of documentation.
6. Support the organization of meetings, workshops and training sessions.
7. Respond to general information requests and inquiries; set up and maintain files/records.
8. Perform other related duties as assigned.

All duties and responsibilities will be carried out in strict adherence to IOM policies and guidelines, including those related to confidentiality and data protection.

### **Required Qualifications and Experience**

#### *Education:*

- School diploma with three years of relevant experience; or,
- Bachelor's degree in Management, Business Administration, International Relations, Law, Economics, Finance or related fields from an accredited academic institution with one years of relevant professional experience.

#### *Experience:*

- Prior experience in handling administrative tasks;
- Prior experience in organizing meetings, events and taking notes of the action points;
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### *Skills:*

- Excellent organization skills;
- Strong computer literacy and proficiency in Microsoft Windows and MS Office applications (especially MS Excel);
- Good oral and written communication skills in English and local languages;
- Good writing skills in English and local languages;
- Excellent e-mail communication practices in English and local language;
- Good understanding of ERPs is an advantage.

#### *Language(s):*

Fluency in English and one of the three languages of Bosnia and Herzegovina (Bosnian/Croatian/Serbian)

## Required Competencies

The incumbent is expected to demonstrate the following values and 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

- 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.

### How to apply

Interested candidates are invited to submit their application (**IOM PHF- Personal History Form and motivation letter**) electronically by email to: [bihvacancies@iom.int](mailto:bihvacancies@iom.int). **Please be advised that only attached PHF will be taken into consideration and processed.**

Internal candidates are to apply by sending Internal Application Form in attachment.



**[IOM CV Form - Personal History Form](#)**

**Subject: SVN 24-05/24**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

Applications must be received **by 20 May 2024**.

**Posting period: 07 May 2024 – 20 May 2024**



*As part of the mandatory medical entry on duty clearance, external candidates will be requested to provide evidence of full vaccination against COVID-19*

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

For all IOM vacancies, application from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Vacancy is open to candidates residing in the country of the duty station or from a location in a neighboring country which is within commuting distance of the duty station. Candidates applying from another location outside commuting distance will be considered locally recruited and will not be eligible for allowances or benefits available to eligible internationally-recruited staff. In all cases, **a prerequisite of taking up position as a staff member in the GS category is right of residence and right to work in the country of the duty station at the time of application.**

The appointment is subject to funding confirmation.