



## Vacancy notice open to Internal and External Candidates

### re-advertised vacancy

**Duty Station:** Sarajevo, Bosnia and Herzegovina  
**Application Deadline:** 15 March 2023  
**Position Title:** Return and Reintegration Officer (sub-regional)  
**Contract type:** SST (Special short-term) graded contract  
**Grade:** NO-A  
**Contract duration:** 9 months, renewable  
**Starting Date:** as soon as possible  
**Reference Code:** SVN 07-02/23

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 direct supervision of the Western Balkans Sub-Regional Programme Coordinator and in close coordination with relevant Units of the Country Office (CO) and the Sub-Regional Coordinator for the Western Balkans, the incumbent will be responsible for the supervision, reporting, monitoring and



overall coordination of AVRR projects and activities in the Western Balkans. As part of sub-regional structure, the incumbent will be involved in project development, thematic coordination and support, as well as capacity-building. Successful candidate will perform the following tasks:

#### Project management

- Coordinate the implementation of the IOM AVRR programme activities in the Western Balkans, in coordination with national focal points in Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia and Kosovo\*, to ensure the highest standard and timely delivery of results, in accordance with donor requirements;
- In coordination with the Sub-Regional Programme Coordinator, support national focal points in planning and implementing specific AVRR activities and oversee the day-to-day operations of the AVRR field team, helping them find solutions to the problems they encounter;
- Regularly update IOM missions' staff and organize coordination meetings with key focal points to plan project implementation, proactively identify risks/needs/priorities, and provide or receive guidance to improve AVRR operations in the field;
- In line with the AVRR programme objectives, seek to maximize coherence and efficiency through project synergies and alignment, and provide direction to streamline AVRR processes and activities through programmatic results monitoring and resources planning;
- Support the IOM field structures in the region in organizing regular information, outreach and communication activities to secure advancement of programme objectives;
- Regularly monitor the implementation of AVRR activities, results, financial resources and risks, in coordination with the AVRR national focal points, the AVRR Monitoring and Evaluation Senior Assistant, the Sub-Regional Programme Coordinator and the Resource Management Unit (RMU);
- In coordination with the Sub-Regional Programme Coordinator, implement a capacity building plan for internal and external stakeholders at national and sub-regional levels to support the delivery and visibility of programme results;
- Maintain close working relationships with all relevant stakeholders, including the IOM Sub-Regional Coordination team, Resource Management Unit, Programme Support Unit, Communications Unit and donors (when appropriate).

#### Reporting, Monitoring and Evaluation

- Coordinate the timely and quality submission of project reports in accordance with IOM and donor formats and requirements, with focus on results and key achievements, risks management (i.e., prevention and mitigation), challenges and actions taken, lessons learned, etc;
- Develop monitoring plans in accordance with programme objectives and the multi-projects structure, and coordinate the collection, analysis, visualization and communication of data and information on AVRR activities and results in the sub-region, both at project and programme levels;



- Ensure that monitoring plans and calendar are well aligned with the reporting processes and donor engagement plans;
- Perform quality control over projects' procedures and documents, to allow corrective measures to be taken promptly, and learning is embedded in programme management and reporting;
- Coordinate the development of new data collection tools; as well as their roll-out and implementation in the field;
- Undertake field monitoring visits to monitor compliance with donor requirements and international standards when required;
- Coordinate evaluation processes, through drafting of Terms of reference, coordination with internal and external partners, review of reports, management response, implementation of recommendations etc.

#### Coordination and Programme Support

- Respond to complex information requests and inquiries and set up and maintain files/records;
- Remain abreast of the global context and work of IOM in AVRR and full spectrum of return, readmission and reintegration, and its impact on IOM activities in the Western Balkans and beyond;
- Check that the projects follow IOM thematic policies and procedures through coordination with the IOM Regional Office in Vienna;
- Participate in technical level meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project;
- Convene and lead AVRR sub-regional meetings and contribute to streamline communications by sharing updates or important messages;
- Monitor AVRR funding opportunities with donors and collect/disseminate information on donor priorities, strategic objectives, prior projects, etc;
- Support the conceptualization of projects through research and drafting of concept notes and project proposals, and coordinate project proposals internally and externally and incorporate feedback into documents.
- Perform such other duties that may be 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* : University degree in social sciences, human rights or other related fields plus 2 years of relevant work experience



*Experience:*

- Project management and staff supervision experience, preferably in the international development/humanitarian sector;
- Experience in the implementation, coordination and/or monitoring of AVRR activities a strong advantage;
- Field experience delivering assistance to vulnerable populations in a context of emergency and/or mixed migration;
- Experience delivering outreach, information, counselling and/or orientation services in-person and online ;
- Experience designing and/or coordinating awareness-raising campaigns;
- Experience liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental partners;
- Experience and ability to use PRIMA would be an advantage

*Skills:*

- Excellent results-based management skills;
- Excellent qualitative and quantitative data analysis skills and demonstrated ability to produce high-quality reports in English;
- Excellent data management skills, including the development and management of databases;
- Excellent knowledge of IOM's programme management cycle;
- Advanced skills in Microsoft software, particularly Excel;
- Knowledge of UN and bilateral donor (preferably EU) programming;
- Knowledge of financial and procurement rules and procedures;

*Language(s): Fluency in English Language and one of the three official languages of Bosnia and Herzegovina (Bosnian, Croatian and Serbian languages)*

**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.

### Managerial Competencies

- 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.

### 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.

***Candidates who have already applied do not need to re-apply.***

**Please note that only the attached IOM PHF will be considered.**



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

**Subject: SVN 07-02/23**



**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

Applications must be received **by 15 March 2023**

**Posting period: 02 March – 15 March 2023**

*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, applications 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.