



Vacancy notice open to Internal and External Candidates

Duty Station: Sarajevo, Bosnia and Herzegovina

Application Deadline: 18 September 2023

Position Title: Project Assistant, IBG ITA Project

Contract type: SST Graded (Special-short term Graded contract)

Grade: G-4

Contract duration: 9 months, renewable

Starting Date: as soon as possible

Reference Code: SVN 32-09/23

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.

Responsibilities and Accountabilities:

Under the overall supervision of the Head of Human Mobility and Migration Governance Pillar and direct supervision of the Senior Project Assistant/ Project Coordinator, the successful candidate will be



responsible for administrative and logistical support in the implementation of Human Mobility and Migration Governance activities in IOM Mission in Bosnia and Herzegovina.

- Assist in the implementation and monitoring of project activities.
- Retrieve, compile, summarize, and present information/data on specific project topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
- Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
- Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
- Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
- Organize meetings, workshops and training sessions.
- Respond to general information requests and inquiries; set up and maintain files/records.
- 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 four 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 two years of relevant professional experience.

Experience:

- Prior professional experience in project implementation and/or administrative tasks such as procurement of goods and services, recruitment of consultants and organization of events.
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations is an advantage; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.



Skills:

- Knowledge of administrative, financial and logistic procedures, in international organizations preferable;
- Excellent writing skills;
- Good oral and written communication skills in both English and local languages;
- Strong computer literacy and proficiency in Microsoft Windows and MS Office applications (especially Excel);
- Good organizational and time management skills;
- Ability to prioritize work, multi-tasking and meet deadlines;
- Ability to work with little supervision, focused, well organized, detail-oriented;
- Strong interpersonal skills and flexibility, responsibility integrity, teamwork, self-motivated.
- Knowledge of UN and bilateral donor programming is an advantage.
- Knowledge of PRIMA, SAP, ORACLE and IOM financial and procurement rules and regulations is a strong advantage.

Language(s): 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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. **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 32-09/23

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Applications must be received **by 18 September 2023**.

Posting period: 05 September 2023 – 18 September 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.