



Vacancy notice open to Internal and External Candidates

Duty Station: Sarajevo, Bosnia and Herzegovina

Application Deadline: 28 January 2024

Position Title: Operations Project Assistant

Contract type: SST

Grade: G4/1

Contract duration: 9 months, renewable

Starting Date: as soon as possible

Reference Code: SVN 05-01/24

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 guidance of the Migration Response Coordinator and direct supervision of the Senior Operations Assistant, the successful candidate will focus on providing day-to-day financial and administrative support in implementation of project activities within IOM's Humanitarian Assistance and Protection pillar in compliance with IOM and the donors' financial rules and regulations.



1. Assist in the financial and administrative aspects of implementation of the project activities within the area of responsibility and in line with IOM policies and practices as well as donor requirements.
2. Provides assistance to the Senior Operational Assistant as well as IOM staff in field locations in any aspect of the implementation of project activities within IOM's Humanitarian Assistance and Protection pillar
3. Compiles requisitions for the needs of migration response operations and follow up actions,
4. Assist in drafting and preparation of donor and other reports and ensure proper information exchange on all operational aspects of the project between IOM, the donor, and other stakeholders. Assist in establishing and maintaining an internal reporting system, monthly updates, and regular progress reports and monitor daily the availability of resources, progress toward project indicators, project quality and challenges.
5. Assist in day-to-day operations with the IOM Office in Sarajevo and sub-office Bihac and provide the administrative and financial support for the smooth running of the operations.
6. Assists in procurement and payment related activities performed by IOM offices in Sarajevo and Bihac.
7. Participates in reviewing of financial aspects of project activities implemented and ensuring integrity of all financial supporting documentation.
8. Keeps precise record of financial and procurement documentation flow between project team, procurement and finance office in Sarajevo and ensures smooth documentation flow in both directions.
9. Participate in the Project relevant meetings and take notes of the key points to be taken as well as follow up action.
10. Perform such other duties as 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 Finance, Accounting, Public Administration or Social Science preferable with a minimum of two years of relevant professional experience; or high-school education with four years of relevant working experience.

Experience:

- The use of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web-based systems.
- Experience with SAP is a distinct advantage.



- Previous work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills:

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Good communication, interpersonal and organizational skills.
- Knowledge of International Public Sector Accounting Standards (IPSAS)

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. **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 05-01/24

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Applications must be received **by 28 January 2024**.

Posting period: 15 January 2024 – 28 January 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, 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.