



## Vacancy notice open to Internal and External Candidates

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

**Application Deadline:** 07 February 2024

**Position Title:** National Project Officer/Head of Human Mobility and Migration Governance Pillar

**Contract type:** OYFT (one-year-fixed-term contract)

**Grade:** NO-B

**Contract duration:** one year, renewable

**Starting Date:** as soon as possible

**Reference Code:** SVN 10-01/24

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

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.

### Core Functions/Responsibilities

Under the overall guidance of the Sub-Regional Coordinator for the Western Balkans (WB) and the direct supervision of the Deputy Chief of Mission, and in coordination with the Sub-Regional Senior Programme Coordinator for the WB, the National Project Officer will be responsible and accountable for leading and overseeing IOM's projects under the Human Mobility and Migration Governance (HMMG) pillar.



- Provide technical inputs to the IOM Senior Management Team on programmatic strategy within the HMMG pillar, including where to focus project resources.
- Support and facilitate cross-learning, coherence and coordination in the work carried out by the project teams as well as compliance with IOM and donor policies and guidelines.
- Ensure that projects are implemented to the highest standard and in a timely manner, in accordance with donor requirements and expectations including when it comes to reporting.
- Work closely with the Resource Management team in Sarajevo to monitor and ensure effective project implementation and financial management and reporting in line with IOM and donor requirements.
- Work closely together with the Project Development and Monitoring and Evaluation Unit in IOM Sarajevo, the IOM Regional Office in Vienna and IOM Headquarters to support project development, regular monitoring and evaluation and proper use of relevant IOM experience elsewhere.
- Plan and participate in the recruitment of field/project staff, as well as provide direction and operational guidance to the project teams, at the direction of the Deputy Chief of Mission.
- Monitor the political and security developments throughout the country, with particular attention to areas of active and potential implementation of project activities.
- In coordination with the Sub-Regional Coordinator for the Western Balkans and Deputy Chief of Mission, participate in program related meetings and conferences on a national and regional level.
- Work closely with the IOM PSU team in monitoring and evaluating project activities during implementation and once the project activities are completed, and to ensure that lessons learned are incorporated into future activities.
- For projects and activities of a sub-regional nature, coordinate with relevant Project Managers and the Sub-Regional Coordinator for the Western Balkans.
- Assist relevant IOM missions in developing and maintaining strong liaison with relevant governmental authorities, donors, and other stakeholders.
- Carry out relevant duty travel within Bosnia and Herzegovina, the Western Balkans and elsewhere, as required.
- Support the Deputy Chief of Mission with coordinating with other IOM projects in Bosnia-Herzegovina and the Western Balkans.



- 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:*

- Completed university degree from an accredited academic institution preferably in Political or Social Science, International Relations, Law or related field with minimum 4 years of relevant working experience; or Master's degree with minimum 2 years of relevant working experience.
- Minimum 4 years of relevant experience in the development and implementation of projects, community organization, media/communications, political activism, research initiatives, or other efforts to improve and strengthen communities in BiH.

#### *Experience:*

- Proven experience and knowledge in project coordination and management
- Demonstrated record of establishing and maintaining good working relationships with authorities, donors, partners and civil society actors.
- Deep understanding of the topics of migration management, trafficking in human beings, smuggling of migrants, labor mobility and the overall political and institutional environment in which the work needs to take place in Bosnia-Herzegovina
- Proven understanding of the United Nations frameworks, policies and practices on social cohesion and preventing violent extremism
- Proven ability to communicate clearly and effectively including at the highest political level, in writing as well as orally.
- Proven ability to initiate and manage continuous learning and innovation in the area of the prevention of violent experience.
- Demonstrable knowledge and understanding of the gender perspectives in different areas of work within IOM;
- Knowledge of IOM financial rules and regulations

#### *Skills:*

- Excellent organizational, time management and facilitation skills
- Demonstrable knowledge and understanding in the field of migration management, trafficking in human beings, smuggling of migrants, labor mobility;



- Proficiency in computer applications, such as MS Office, Internet Explorer, PRIMA, PRISM
- Strong communication, presentation, and coordination skills;
- Sensitivity to identification of any possible issues, cause of delay or threat to accomplishment of project targets;
- Valid driving license and possession of a personal vehicle
- Willingness and ability to conduct travel whenever needed
- B&H citizenship

*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; displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team; shares credit for team accomplishments and ensures that the contribution of others is recognized.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes; anticipates constraints, identifies solutions and takes responsibility for addressing critical situations; monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.

Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.;

Accountability: proactively seeks responsibility in delivering towards the goals of the Organization; plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated; stands by the actions of team or department, publicly accepting ownership; takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way; seeks to share information with others, with

due respect for diversity and the confidentiality of specific sensitive information; listens and seeks to understand without bias, and responds appropriately.

### **Managerial Competencies**

Leadership: assigns responsibilities fairly and manages performance, taking into account of individual strengths, workloads and interests; is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement; takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose; establishes and maintains relationship with a broad range of stakeholders to understand needs and gain support.

Empowering others and building trust: delegates appropriately to make the most of others' talents; encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels; creates an atmosphere of trust and confidence in which others can talk and act without fear or repercussion; gives proper credit to others, shows appreciation and rewards achievement and effort.

Strategic thinking and vision: aligns own actions to the Organization's vision, values and mandate; translates strategic direction into short and medium-term plans and objectives for own team, revises objectives to reflect changes in organizational goals; identifies key issues/priorities in complex situations and how they may be related to one another; clearly communicates links between the Organization's strategy and the work unit's goal.

### **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 10-01/24**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

Applications must be received **by 07 February 2024**.



**Posting period: 25 January 2024 – 07 February 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.