



International Organization for Migration (IOM)
Organisation internationale pour les migrations (OIM)
Organización Internacional para las Migraciones (OIM)

Vacancy Notice: 2012/VA/03
Position Title: Team Leader (EU Return and Reintegration in Kosovo project, phase III -RRK3)
Duty Station: Pristina (1 position)
Duration: 6 months with possibility of extension (2 months probationary period)
Grade: All-Inclusive G 6

General Functions:

Under the direct supervision of the IOM RRK3 Programme Manager, the incumbent will be responsible and accountable for the co-management and implementation of **EU Return and Reintegration in Kosovo project, phase III (RRK3)**. In particular, he/she will:

1. Together with RRK3 Programme Manager, supervise the overall management and administration of the project and ensure meeting timely project delivery obligations in line with IOM procedures and donor requirements.
2. Together with RRK3 Programme Manager, supervise the EU- Return and Reintegration in Kosovo project, phase III (RRK3) staff and the work of the three implementing partners, including overseeing their wider activities throughout Kosovo as well as consultants and contractors recruited to support and/or undertake specific activities.
3. Provide guidance and support to building the capacities of the implementing partners as well as ensuring the timely distribution of resources for proper implementation of all activities.
4. Assist in managing resource deployment, activation, implementation, reporting and evaluation of the project.
5. Contribute to building IOM internal-relevant institutional capacity as well as appropriately strengthening institutional relations with counterparts within the local authorities, the donor and international and local communities.
6. Monitor program developments in the programme offices in Pristina, Gjilan, and Prizren to ensure the programme's compliance with the Grant Agreement signed with the donor;
7. Undertake regular field assessments visits to give oversight on all RRK3 activities and duty travel as required.
8. Liaise with donor, ECLO, as well as with UNHCR, UNMIK, EULEX, local authorities and other entities to meet project objectives. Maintain sound working relations on all operational aspects of the project especially with the Ministry of Communities and Returns and the Municipal Offices of Communities and Returns of the targeted municipalities.
9. Identify new project possibilities in the region, in relation to expressed governmental needs, donors' priorities and in line with IOM's mandate and strategy; in coordination with the Kosovo



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- and Regional Programme Development Office. Coordinate on with the RRK3 Programme Manager and Programme staff as to emerging opportunities and projects consistency.
10. Ensure and maximize inter-programmatic coordination between this and other projects currently implemented by IOM, especially other EC funded projects, as well as coordinating with initiatives in the region especially in the field of return and reintegration.
 11. Represent IOM at relevant seminars and meetings, as well as other events aimed at promoting IOM's image and activities.
 12. Assist in preparing programme narrative and progress reports for purposes of reporting to the donor on implementation and progress and ensure proper information exchange on all operational aspects of the programme.
 13. Undertake additional requests as deemed appropriate by the RRK3 Programme Manager.

Qualifications:

- University Degree in Business or Public Administration, Social Sciences, Political Sciences or similar is not a requirement, but is a strong asset;
- A minimum of five years of relevant work experience;
- Experience in liaising with government structures/authorities as well as National and International Organizations will be important assets;
- Ability to prepare concise reports, familiarity in return and reintegration, development matters and minority community issues will be essential;
- Experience in implementing similar projects will be a distinct advantage;
- Excellent computer skills (Excel, Word, Outlook, Power Point presentation);
- Drivers' license (B class) with practical experience required;
- Experience with an IOM/UN-system and projects is an advantage;
- Ability to work effectively and harmoniously with colleagues from different multi ethnic and racial backgrounds is essential;
- Excellent inter-personal and communication skills, with emphasis on ability to communicate and relate to a variety of stakeholders;
- Excellent organizational and time management skills;
- Strong teamwork, ability to work under supervision;
- Knowledge in preparation of statistical charts, tables and reports.



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Languages:

- Excellent written and oral English communication skills;
- Excellent written and oral Albanian and/or Serbian communication skills.

The closing date for applications is February 13, 2012.

Only shortlisted candidates will be contacted.