



IOM International Organization for Migration
ONM Organizata Ndërkombëtare për Migracionin

VACANCY ANNOUNCEMENT

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

IOM Albania is looking for qualified candidates who could fill the following vacancy.

Vacancy Notice no: 2008/04
Duty Station: Tirana, Albania
Position Title: Project Assistant
Classification: Employee, Grade 4
Type of Appointment: 6-months, fixed-term, with possibility of extension
Programme Framework: Facilitated Migration
Regional Project: Capacity Building, Information and Awareness Raising
towards Promoting Orderly Migration in the Western Balkans - *AENEAS 2006*
Tentative starting date: End of March 2008
Deadline for application: 10th March 2008, 5:00 PM

Terms of reference:

1. Support the National Coordinator in the implementation of all activities under the regional project "Capacity Building, Information and Awareness Raising towards Promoting Orderly Migration in the Western Balkans - *AENEAS 2006*
2. Provide assistance for the establishment of MSC services, and general inception phase;
3. Assist with the preparation, design, translation, printing and distribution of the information materials, including outreach activities to beneficiary groups (presentations in universities, cultural / social centers, NGOs, others as appropriate);
4. Provide direct training to the regional employment offices on services provision to migrants;
5. Provide advice/consultancy services to the Centers across the country and ensure that the relevant information on migration possibilities is updated for public use;
6. Assist with regular data gathering on employment trends, labor market potential and others as relevant;
7. Provide written information on the Migrants' Profiles (MPs) and activities in the Centers – for the quarterly reports, regional newsletters and migrant profiling reports; work with MPs data base and compile migrant questionnaires filled in by each of the clients in the MSCs;
8. Facilitate the dissemination of information regarding the activities and services of MSCs to improve public awareness of MSC presence and services;
9. Assist with preparation and coordination of the regional training event, Steering Committee meeting and Regional Workshop in Tirana, as well as relevant national capacity building activities;
10. Maintain constant liaison with project partners and deal with any aspects related to the daily implementation of the project. In particular, carry out consultation visits, prepare background materials and arrange meetings for the National Coordinator;
11. Support the National Coordinator in preparing the periodic reporting on project activities;



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12. Draft agendas for meetings, take minutes, and undertake all written communication with project counterparts;
13. In consultation with the National Coordinator, supervise the budgetary expenses of the project and support the National Coordinator with project budget revisions or requests for amendment;
14. Follow up with administrative requests to support the project implementation including; tenders, contracts, payment requests, and payment processing, purchase of materials related to the project and their distribution etc;
15. Other duties as assigned by the Chief of Mission and National Coordinator, or as required in the course of project implementation and in the daily programming operation of the IOM Mission in Tirana.

Desirable qualifications:

Educational background: University degree in Social Sciences, International Relations, or related area.

Work experience: At least 3 years of experience in support to project implementation activities, including administration, with an international organization or NGO. Experience in working with government institutions necessary. Experience with preparing training materials and provide training, preparing information dissemination materials and reporting.

Skills required: Strong analytical skills and demonstrated managerial and organizational ability are required. Able to work independently, as well as in a team, to meet deadlines and work under pressure. Ability to work harmoniously with colleagues from varied professional and cultural backgrounds. Good presentation skills, tact, diplomacy and discretion, with ability to liaise at all levels inside and outside Organization. Availability to travel within Albania.

Languages: Excellent knowledge of English and Albanian, both in written and spoken form.

Method of Application: External candidates with the required qualifications should submit letter of interest and completed IOM Personal History Form which is available at IOM Mission in Tirana and the website (www.iomtirana.int). Local candidates holding an IOM contract should submit the internal application form. All applications should quote the above vacancy notice title/number and be addressed to:

Human Resource Office
IOM Mission in Albania
Rruga Brigada VIII, Villa no. 3
Tel: 257 836/7 or 271 629
Tirana, Albania

Deadline for application: 10th March 2008, 5:00 PM

Only short listed candidates shall be notified