



International Organization for Migration (IOM)  
The UN Migration Agency

## Call for Applications

Position Title : **Programme Manager**

Duty Station : **Tirana, Albania**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, Six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **25 August 2017**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.*

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

### **Context:**

Nowadays policy-makers in Albania, donor agencies, development specialists and the wider informed public have realized that the Albanian Communities Abroad (ACA) are becoming increasingly important for the development of Albania. Albania's economy has benefitted significantly from remittance inflows, yet, there is a need to support new ways of promoting ACA to retain their connection to Albania and contribute to its economic and social growth.

The three-year program "Engage the Albanian Communities Abroad to the Social and Economic Development of Albania", funded by Italian Cooperation, identified and agreed with the governmental counterparts, will provide support to the Government of Albania (GoA) for enhancing the engagement of the ACA in the development of the country, with a specific focus on the communities in Italy, through targeted actions following the areas of strategic relevance identified by the GoA. The program will be implemented by IOM in cooperation with the Ministry of Foreign Affairs (MFA), the Ministry of Economic Development, Tourism, Trade and Entrepreneurship (MEDTTE) and other line ministries, and in close coordination with the Italian Embassy in Tirana and the Italian Agency for Development Cooperation.

Under the direct supervision of the IOM Representative in Albania - Head of Office (HoO), the successful candidate will be responsible for all aspects related to the implementation of the program. A Program Management Team (PMT) will be established for program implementation, headed by the HoO. The PMT will be responsible for the day to day implementation of program activities and will play the secretarial role for the Program Steering Committee (PSC).

## ***Core Functions / Responsibilities:***

1. Carry out all necessary tasks for the daily management of the program and report to the IOM HoO in Albania on the program's progress, challenges, and other relevant developments;
2. Lead the planning and budgeting, programming, evaluation and administration as well as oversee implementation of the program by ensuring guidance for the timely implementation of all the components of the program;
3. Be responsible for the implementation of all the Program activities as well as monitor the activities/results of the project by developing and applying results-based management approaches;
4. Supervise and provide guidance to the program staff as well as to external experts and consultants and coordinate the work between the different implementation levels;
5. Ensure coordination and communication with Government counterparts and community groups for the implementation of program activities in line with IOM policies and donor instructions;
6. Work in close collaboration with the relevant stakeholders involved in the program - both those from country of origin (Albania) and destination (Italy and the other potential selected countries), as well as with national and international actors involved in implementing migration and development initiatives and research, in order to identify and apply best practices and models developed by other partners;
7. Ensure coherence between the program activities and other projects/programs funded by the Italian Agency for Development Cooperation in Albania and in the region, as well as other diaspora engagement and/or relevant development related projects in Albania, and liaise with the donor to support potential actions to involve the "Sistema Italia" in the program;
8. Participate in the Steering Committee meetings, sectorial and working group meetings; support coordination and relations with the Technical Advisory Board;
9. Ensure that the program works in synergy and complementarity with other on-going projects/programs in Albania related to human capital development and return of qualified skills, in order to avoid overlapping and waste of resources;
10. Ensure know how transfer, working in synergy and complementarity with other ongoing projects/programs within the SEE region among the missions which are implementing diaspora engagement or mainstreaming migration projects;
11. Develop partnerships with local actors including Government actors, universities, business community, diaspora communities, civil society, UN and I/NGOs partners as relevant;
12. Utilize lessons learned from past activities and beneficiary feedback to revise implementation strategies and action plans accordingly;
13. Ensure the integration of cross-cutting issues such as human rights, gender, environment, children and other vulnerable groups in the program activities;
14. Provide financial and administrative backstopping for projects, and the tracking of all program expenditures, to ensure budget recommendations are met and financial tracking instruments are reconciled and that all funds are spent in accordance with IOM standards and donor guidelines;
15. Provide timely implementation, as well as progress, narrative and financial reports as per the IOM reporting requirements;

16. Ensure monitoring and evaluation of the program in compliance with the IOM Monitoring & Evaluation Toolkit;

17. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Migration Studies, Political or Social Sciences, Law, Development Studies or a related field from an accredited academic institution with five (5) years of relevant professional experience;
- Bachelor's degree in Migration Studies, Political or Social Sciences, Law, Development Studies or a related field from an accredited academic institution with seven (7) years of relevant experience.

### **Experience**

- Experience in the field of migration issues, including managerial, operational and field experience;
- Proven expertise in implementing complex, highly participatory projects with a demonstrated ability to work effectively with counterpart Government authorities, other national/international institutions and international donors;
- Proven expertise in the thematic area of migration and development; familiarity with diaspora engagement will be an advantage;
- Working experience on development programs funded by major bilateral or multilateral donors;
- Familiarity with the activities of the Italian Development Cooperation in central and/or country offices is considered as an advantage;
- Previous working experience with international organizations in central and/or country offices;
- Previous working experience in Albania in mid/long term engagements in management positions will be an advantage;
- Ability to communicate effectively (orally and in writing) with a wide range of stakeholders and comfortable giving presentations and leading meetings. Must have strong diplomatic skills.

### **Languages**

Fluency in English language is required. Working knowledge of Italian is an advantage.

## ***Desirable Competencies:***

### **Behavioral**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders

- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

### ***Other:***

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 25 August 2017 at the latest, referring to this advertisement.

For further information, please refer to:

<http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

### ***Posting period:***

From 09.08.2017 to 25.08.2017

Requisition: CFA 2017 32- Programme Manager (UG) - Tirana, Albania (55142919) Released

Posting: Posting NC55142922 (55142922) Released