



SPECIAL VACANCY NOTICE

Open to Internal and External Candidates¹

Position Title	: Project Coordinator (Field Support)
Duty Station	: Cluj-Napoca, Romania
Classification	: General Service, Grade G6 (full-time)
Type of Appointment	: Special Short Term, six months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: 4 July 2023

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy.

Context:

Under the overall supervision of the Head of Office (HoO) in Romania and direct supervision of the Head of Programmes; and, in collaboration with relevant units and departments at Country Office level, Regional Office and Administrative Centres, the successful candidate will be responsible for coordinating the activities implemented in Cluj-Napoca.

Core Functions / Responsibilities:

1. Assist in the planning, coordination, implementation and monitoring of project activities.
2. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget implementation and propose adjustments as necessary.
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.

¹ Internal candidates are staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs) in the service of the Organization, unless otherwise specified in their contract. Staff members on special leave without pay (SLWOP) and staff members on secondment/loan released by the Organization are also considered internal candidates.



5. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
6. Draft correspondence on project issues; prepare and update reports, briefing, notes, graphics, statistical tables, and other forms of documentation.
7. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
8. Respond to complex information requests and inquiries; set up and maintain files/records.
9. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
10. Monitor work of implementing partners and report any non-compliance to the supervisor.
11. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
12. Provide guidance/training and assist in coordinating and monitoring work of other staff; may supervise other staff as assigned.
13. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- School diploma with six years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience.

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Project development and drafting skills
- Strong interpersonal and communication skills.
- Proactivity and organizational abilities



- Very good computer skills - Word, Excel and Internet;

Languages

Fluency in **English** and **Romanian** is required.

Any other IOM language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 – behavioural indicators *level 2*

- 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.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.



- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other

This post is subject to local recruitment.

How to apply:

Interested candidates are invited to submit their applications including a cover letter not exceeding more than one page and Personal History Form to bucharestapplication@iom.int **by 4 July 2023** referring to the vacancy notice number VN 2023-06 – Project Coordinator.

Download the Personal History Form here:

<https://romania.iom.int/sites/g/files/tmzbd11556/files/iom-personal-history-form.xlsx>

The UN salary scale can be accessed at the following link: [UN Salaries-Romania](#)

For an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 20.06.2023 to 04.07.2023