



International Organization for Migration (IOM)
The UN Migration Agency

The International Organisation for Migration (IOM) is looking for **Project Specialist** within European Union Border Assistance Mission to Moldova and Ukraine (EUBAM), according to the Terms of Reference below, to start on **1 September 2023**.

Position Title:	Project Specialist
Duty Station:	EUBAM Office in Moldova
Job Type:	Full-time
Type of Appointment:	Service Contract
Direct supervisor:	Head of EUBAM Office in Moldova
Expected duration of assignment:	1 September 2023 - 30 November 2023, with possibility of extension
Closing Date:	21 July 2023

Core Functions/Responsibilities:

Under the guidance and direct supervision of the Head of EUBAM Office in Moldova and under overall supervision of the Chief of Administration the incumbent contributes to the smooth operation of the European Union Border Assistance Mission (EUBAM) in the Republic of Moldova. The Project Specialist works in close collaboration with the Finance Specialist, HR Specialist, Procurement Specialist and Security Assistant of the EUBAM Admin Unit Chisinau for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with IOM programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

Specific Functions:

1. Assure smooth operational running of the project by means of following IOM and EU established operational rules and procedures;
2. Support the development and implementation of initiatives directly linked to modernization and reforming processes in partner services; monitor and adjust, where necessary, capacity building policies applied by EUBAM;
3. Support the Head of EUBAM Office in Moldova in identification of new targeted projects related to EUBAM key activities on integrated border management. Facilitate communication and coordinate projects with partner services through regular consultations. Participate in preparation, implementation and follow up on project activities;
4. Initiate and guide projects in support of EUBAM strategic and operational objectives and in line with the needs identified in the border management development area;
5. Coordinate capacity building activities by maintaining contacts and communication with national training institutions; initiate and facilitate project related training/learning activities. Contribute to the elaboration and regular updating of assessments of operational capacities of partner services at operational and tactical levels;
6. Contribute to EUBAM progress accounting and planning processes by evaluating and mapping partner services' needs, drafting regular reports on progress achieved in the implementation of EUBAM Action Plan such as Mission's monthly, annual, ad-hoc reports, Activity reports and the narrative progress and final reports according to the General Conditions in a timely and qualitative manner based on internal documents approved

by the EUBAM management. Contribute preparing briefings, presentations and background papers, including those meant for presentation to the partner services and the EU institutions. Review, edit and proofread operational reports/concepts/plans, special reports, and topical briefings towards EUBAM standards and in conformity with the specific target of the tasks;

7. Maintain updated networks of governmental and non-governmental institutions, international institutions of project partners, local authorities, NGOs, academia, contractors, consultants, and suppliers to ensure the coordination of activities in the relevant sectors;
8. Contribute to organization and participate in internal and external meetings related to the implementation of the Action Plan, including the Advisory Board meetings. Prepare and translate project-related official and legal documents, provide oral translation of consultations from English into Romanian or Russian (where applicable) and vice versa. Proofread and/or edit project's correspondence and other official documents;
9. Ensure data collection, analysis, and maintenance of project-related files and facilitate project audit, monitoring, evaluation, field visits, missions of the experts;
10. Provide logistical support (travel arrangements, including visas, tickets, etc.) to the EUBAM experts and facilitate the process of procurement and delivery of goods and services. Enlist support of the liaison officers of the partner services of the host countries as necessitated by the operational and travel needs of EUBAM international experts;
11. Ensure due care of premises, equipment, vehicles (including their spare parts, consumables, keys etc.), supplies and other property that is entrusted to him/her;
12. Perform other duties as may be assigned.

Recruitment Qualifications:

- Advanced university degree in philology, economics, finance, law, public administration, political science, international relations, or other related fields;
- Six years of progressive experience in administrative work, or in projects on business management/economy, border (border guard/customs)- related, law-enforcement or other substantive area is required;
- Previous experience in an international organization, donor organization, consulting company or NGO in research, project administration. project development, and implementation fields is a very strong advantage;
- Demonstrated experience in liaison and policy functions, including partnership with host governments;
- Good analytical skills, ability to interpret information, identify and analyze problems, ability to evaluate concepts and procedures;
- Good knowledge of project development, administration and evaluation concepts and procedures;
- Sound background in coordination, analysis, and reporting;
- Thorough understanding of concepts and current developments related to the border management;
- Practical knowledge of data visualization techniques;
- Experience in the usage of computers and office software;
- Fluency in both oral and written English, Romanian (Russian, where applicable) languages is a must;
- Ability to work with people of different nationalities, religions, and cultural backgrounds;
- Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities.

NOTES:

Email your IOM Personal History form (<http://eubam.org/wp-content/uploads/2016/05/Personal-History-Form.xls>) and cover letter in English to the following email address vacancies_moldova@eubam.org. Please accurately submit all tabs in PHF.

Female candidates are strongly encouraged to apply.

Closing date for applications **21 July 2023**; however, interested candidates are strongly encouraged to apply sooner.

Only short-listed candidates will be contacted for an interview.

Appointment is subject to funding confirmation.