



International Organization for Migration (IOM)

The UN Migration Agency

The International Organisation for Migration (IOM) is looking for **Analytical Specialist** within European Union Border Assistance Mission to Moldova and Ukraine (EUBAM), according to the Terms of Reference below, to start on **1 April 2024**.

Position Title:	Analytical Specialist
Duty Station:	Chisinau, EUBAM Office in Moldova
Job Type:	Full-time
Type of Appointment:	Service Contract
Organizational unit:	Transnistrian Settlement Team
Direct supervisor:	Team Leader/Technical Advisor on Transnistrian Issue
Expected duration of assignment:	1 April 2024 - 30 November 2024, with possibility of extension
Closing Date:	12 March 2024

Core Functions/Responsibilities:

Under the guidance and direct supervision of the Team Leader of Transnistrian Settlement Team (TST), and overall supervision of the Chief of Administration the incumbent assists in contributing to the implementation of the TST objectives through analysis and reporting. The Analytical Specialist works in close collaboration with the Finance Specialist, Human Resources Specialist, and Procurement Specialist of the EUBAM Administration 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 EC established operational rules and procedures;
2. Contribute to drafting of reports on progress achieved in the implementation of EUBAM Plan of Action such as Mission's monthly and annual reports;
3. Contribute to development of concept papers and strategies of Transnistrian Settlement Team (TST);
4. Review, analyze, edit and proofread documents of various analytical scope: operational, economic/trade/customs, customs/border risks, political, conceptual etc., operational reports/concepts/plans, special reports, and briefings towards EUBAM standards and in conformity with specific targets of the tasks;
5. Draft briefings, speaking notes, presentations and background papers on topics related to the activities of the TST and on other issues upon HoM's request;
6. Identify informational needs for implementation of the EUBAM Action Plan. Develop user-friendly protocols for data collection, management, presentation, analysis, reporting. Manage large amounts of information and scope of statistics: checking, verifying, compiling, processing and analyzing. Draft analytical overviews;
7. Attend all relevant TST meetings and when required take minutes or prepare mission reports;
8. Participate in preparation, implementation and follow up of project activities;

9. Provide logistical support (travel arrangements, including visas, tickets, etc.) as related to the TST activities and facilitate the process of procurement and delivery of goods and services;
10. Maintain updated networks of project partners and contacts with governmental and non-governmental institutions, local authorities, NGOs, academia, etc.;
11. Facilitate project related training/learning activities and working/research visits;
12. Assure that the progress reporting is done in a timely and quality manner based on internal documents approved by EUBAM management;
13. Provide oral and written translations from English into Romanian or Russian and vice versa as required by the project;
14. Readily accept temporary assignments involving travelling to other EUBAM Offices or Units within the country of deployment on demand;
15. Ensure due care of premises, equipment, vehicles (including their spare parts, consumables, keys etc.), supplies and other property that is entrusted to him/her;
16. Perform such other duties as may be assigned.

Recruitment Qualifications:

- University Degree in philology, economics, finance, accounting, law, public administration, international relations or other related fields;
- Five years of experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage;
- Sound background in data processing, analysis and reporting;
- Demonstrated ability to exercise initiative and independence in analysis;
- Practical knowledge of data visualization techniques;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages;
- Fluency in both oral and written English, Romanian and Russian languages is a must;
- Ability to work with people of different nationalities, religions and cultural backgrounds;
- Demonstrated gender awareness and sensitivity, and an 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 **12 March 2024**; 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.