

## Job Announcement

### Project Manager

A Project Manager is sought for an EU Project entitled “*Strengthen the regional cooperation on migration management between Western Balkan and neighboring EU Member States in accordance with EU Acquis and international standards*”. The Swedish Migration Agency of Sweden will implement the project in partnership with the Commissariat for Refugees and Migration, Republic of Serbia. The working language is English.

#### **I Position Summary & Key Areas of Responsibility:**

The Project Manager is responsible for all aspects of the Project life cycle, the delivery of the required outputs, development and delivery of plans, monitoring of progress, preparation of reports, contribution to stakeholder engagement, but also day-to-day management of the Project and the Project office in Belgrade. She/he is expected to contribute strongly to the Project’s overall performance and fulfilment of objectives.

- Responsible for the management, coordination, implementation, control and completion of the project and the management of the project team while remaining aligned with the goals, regulatory framework, standard administrative practices and operating procedures of the Swedish Migration Agency and with partner/Co-Applicant and donor agreements
- Establish strong working relationship with the relevant stakeholders in the region, Beneficiary institutions, national-level institutions, and other key stakeholders
- Develop and maintain Project plans and ensure their implementation and oversee the project activities according to the activity plans and relative tracking of indicators and deliverables
- Able to respond to most situations with limited guidance and formulate alternative courses of action on more complex information with guidance from the Project Leader
- Manage and review quality of implemented activities and ensure project products are developed and accepted
- Review and evaluate project documentation deliverables for completeness and accuracy
- Managing the project staff and resources involved in project realization and monitoring of the allocated budgets and partner deliverables as per agreed milestones
- Delivery of project progress reports according to donor standard processes, timelines and requests
- Manage communications and visibility aspects of the Project, ensuring that the visibility and information material are produced and stakeholders and beneficiary institutions are aware of the Project activities, results and impact.

## **II Qualifications and skills required:**

- University degree in Business/Project Management, International Relations, or other relevant discipline is required
- Experience in working in international environment, national and/or international institutions/organisations, project management, managing project teams and external consultants, monitoring and evaluation
- Multi-year experience in EU-project coordination and collaboration with EU Member States, institutions and organisations with a focus on migration management
- Strong, proven leadership, interpersonal, and management skills, and demonstrated track record of coordinating and motivating teams and partners
- Proven experience in capacity building and supporting beneficiary institutions in development of relevant documents, procedures, policies, training material, action plans, etc.
- Ability and willingness to work as a member of team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity
- Fluency in Serbian and English with strong verbal and written communication skills and ability to draft and edit documents clearly and concisely
- Advanced computer skills, including a first-class command of Microsoft Word, Excel, PowerPoint & Outlook
- Availability to travel in the country and abroad

## **III Selection procedure and deadlines for the submission of the application**

Qualified candidates may submit their application, including Curriculum Vitae (Europass format<sup>1</sup>) and Cover Letter to Swedish Migration Agency at following link/mail address:

Ms. Katarina Mlekov - [katarina.mlekov@migrationsverket.se](mailto:katarina.mlekov@migrationsverket.se)

Ms. Natalie Krstanovska – [natalie.krstanovska@migrationsverket.se](mailto:natalie.krstanovska@migrationsverket.se)

Closing date for application 2024-03-15. Project start: 240401. Project duration: 24 months. Incomplete applications or sent after the above deadline will be disqualified and treated as non-eligible.

The selection procedure will include job interviews and possibly employee assessment tests. Only those candidates that are short-listed for interviews will be notified.

Duty station: Belgrade, Serbia.

The employer maintains the right to cancel the recruitment in case the project funding is not allocated.

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<sup>1</sup> <https://europass.cedefop.europa.eu/>