



International Organization for Migration (IOM)  
The UN Migration Agency

### Open to Internal and External Candidates

Vacancy Notice Number : **VN #BLR/2018/08**  
Duty Station : **Minsk, Belarus**  
Project Title : **“Strengthening the Readmission Capacity of the Republic of Belarus”**

Classification : **Consultancy contract**  
Type of Appointment : **Part-time (home based) 20 days with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **February 11, 2018**

Established in 1951, IOM, the UN Migration Agency, is the leading inter-governmental organization in the field of migration and 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 Chief of Mission in Minsk and the direct supervision of the National Programmes Officer (NPO), the successful candidate will be responsible for providing effective and efficient support to the Project Management Team (PMT). In particular, the incumbent will perform a number of tasks related to the development of the manual on accelerated readmission for border guard officers of Belarus dealing with readmission issues. The expert will also provide independent expertise on the issues of readmission, advise on modules/issues to be included into the manual for potential capacity-building activities.

The working title of the manual:

**“Operating Procedures for the Border Guard Officers and Border Units of Belarus on Readmitting/Transferring Persons across the State Border (simplified/accelerated readmission)”.**

Issues (indicative) that are to be considered during the assessment and become part of the manual:

- Overview of current readmission/transfer procedures across the state border applied by border units towards individuals who violated the State Border Law of the Republic of Belarus (simplified/accelerated readmission).
- Core principles to readmit/transfer individuals across the state border (simplified/accelerated readmission).
- Border guards officers and border units’ operating procedures to readmit/transfer individuals across the state border (simplified/accelerated readmission):
  - a border guard officer is to obtain and record grounds required to transfer a person to a neighbouring state;
  - a border guard officer is to obtain and record evidence of absence of grounds for readmission by a neighbouring state;
  - border guards officers are to agree upon readmission/transfer case (request drafting and submission);
  - readmission/transfer procedures;
  - actions of a border guard officer of the Republic of Belarus in case of a denial to admit an individual issued by a border guard officer from a neighbouring state.
- Border guard officer and border unit operation’s peculiarities regarding readmission/transfer (simplified/accelerated readmission) of:
  - citizens of the Republic of Belarus;
  - citizens of neighbouring states;
  - citizens of third states and stateless persons;
  - at the border with EU-countries;
  - at the border with the Russian Federation;
  - at the border with Ukraine.

**Core Functions / Responsibilities:**

**In close cooperation with the State Border Committee (SBC) of the Republic of Belarus and the International Organization for Migration (IOM) in the Republic of Belarus the selected candidate will:**

1. Investigate the existing situation with readmission practices in Belarus taking into the consideration the already signed Readmission Agreements and the foreseen signing of the Readmission agreement with EU;

2. Prepare together with the NPO and PMT final specifications to the manual;
3. Develop the structure of the manual according to the specifications and needs of the SBC;
4. Draft the manual according to the above mentioned specifications;
5. Suggest including other issues if necessary;
6. Coordinate the content of the draft manual draft with the SBC and/or IOM;
7. Finalize the text of the manual according to the feedback received from IOM for further submission to SBC;
8. Submit the manual in electronic format to IOM.

Initial functions and responsibilities are indicative and may be adjusted based on consultations with IOM.

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

- University degree in law, international law, education, economy and other related fields obtained at an accredited educational institution;
- Minimum of 7 years of relevant professional experience in the field of border management, in particular accelerated readmission;
- Knowledge of framework documents/procedures and situation related to accelerated readmission in Belarus;
- Written and oral fluency in Russian is a mandatory requirement. Knowledge of English and Belarusian would be an advantage;
- PC literacy (MS Windows, MS Office applications);
- Previous work experience in international organizations and companies including implementation of international technical assistance projects in Belarus would be an advantage.

#### **Competences Required:**

##### **Behavioral**

- Accountability – takes responsibility for actions and to take constructive criticism;
- Client Orientation – works effectively with partners and stakeholders;
- Continuous Learning – promotes the idea of professional lifelong learning for self and colleagues;
- Strong communication skills – listens to others and communicates clearly, adapts information to colleagues' and partners' needs;
- Creativity and Initiative – actively seeks new ways to improve project implementation;
- Leadership and Negotiation skills – builds effective partnerships with both project participants and external stakeholders;

- Performance Management – identifies ways and undertakes actions to improve performance of self and others;
- Planning and Organizing – plans work, foresees risks and sets goals effectively within the area of responsibility;
- Professionalism – profound knowledge of the matter;
- Teamwork – contributes to forming a friendly environment; promotes gender-sensitive approach to work and equal gender participation;
- Resource Mobilization – works with internal and external stakeholders to meet IOM resource needs.

**Deliverable:**

Development of the manual “Operating Procedures for the Border Guard Officers and Border Units of Belarus on Readmitting/Transferring Persons across the State Border (simplified/accelerated readmission)”

**Timeframe:** 20 working days

**Working language:** Russian language shall be used for the manual. Other languages including Belarusian or English may be used for communication as appropriate

**Working and payment conditions:**

The candidate should have no restrictions to engage part-time.

Payment is transferred completion of all duties within the contract, approval of final version of the manual by IOM and SBC, and signing of the act of acceptance by the parties.

The expert shall be called by National Programmes Officer to perform the above listed functions when a need arises. A total number of working days over an estimated contract period of 2 months shall not exceed 20 days.

IOM does not bear any payment obligations if the Expert has not been requested to perform any duties under the contract.

**Other:**

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

The candidate will be obliged to provide a proof that he/she is medically fit for this position.

**How to apply:**

All concerned candidates are kindly invited to send their application forms and personal history forms to [tmaholina@iom.int](mailto:tmaholina@iom.int) and [iomminsk@iom.int](mailto:iomminsk@iom.int) by 11 February 2018 referring to this advertisement.

Only shortlisted candidates will be contacted.

IOM shall place no restrictions as to the gender eligibility of candidates to take part in the selection process in main and subsidiary organization bodies all other things being equal.

To find more information please visit <http://www.iom.int> and <http://www.iom.by>

**Posting period:**

From 29.01.2018 till 11.02.2018