



MARRI

Migration, Asylum, Refugees Regional Initiative



MARRI VACANCY ANNOUNCEMENT

Vacancy:

The Montenegrin MARRI (Migration, Asylum, Refugees Regional Initiative) Presidency-in-Office wishes to recruit for a three-year mandate an experienced person to serve as Director of the MARRI Regional Centre in Skopje, to start in August 2010 (see attached Terms of References for the post of the Director of the MARRI Regional Centre). The post is offered to the MARRI Member States (Albania, Bosnia and Herzegovina, Croatia, Macedonia, Montenegro and Serbia) on a secondment basis. The respective Ministries of Foreign Affairs of MARRI Member States are encouraged to post this MARRI vacancy on their official websites.

The vacancy is open from 25 January 2010 until 5 March 2010.

Background:

The Migration, Asylum, Refugees Regional Initiative (MARRI) deals with the issues of migration management in the Western Balkans by promoting closer regional cooperation and a comprehensive, integrated, and coherent approach to the issues of migration, asylum, border management, visa policies and consular cooperation, refugee return and settlement in order to meet international and European standards. MARRI's top priority is the enhancement of regional cooperation in its fields of activities among countries in the region, as a vital part of EU integration process and in line with the Thessaloniki Agenda for the Western Balkans. MARRI is governed by its six MARRI Member States (Albania, Bosnia and Herzegovina, Croatia, Macedonia, Montenegro and Serbia), who meet twice a year at the MARRI Regional Forum. Montenegro holds the current MARRI Presidency-in-Office (May 2009-April 2010).

The MARRI Regional Centre has been fully functional as of January 2005 and since then it plays an advisory, information-sharing and coordination role, with the eventual goal that the associated states develop European-level standards of legislation, training and processes. The MARRI Regional Centre is headed by the Director, assigned with the

overall coordination, management of staff relations and supervision of budget and administrative matters, high-level liaisoning with Presidency of the Regional Forum, MARRI Member States and other international actors. The MARRI Regional Centre is also staffed with Deputy Director (State Official from the acting MARRI Presidency-in-Office) and other seconded State Officials from the MARRI Member States.

For further information on vacancy, please visit the MARRI Regional Centre website at www.marri-rc.org



TERMS OF REFERENCE

Post: Director, MARRI Regional Centre,

Skopje

The MARRI Regional Centre seeks to:

- Strengthen the immediate capacity and competence of the MARRI Regional Centre and all MARRI stakeholders to respond to the current challenges in the migration, asylum, visa and consular cooperation, refugee return/settlement and integrated border management fields.
- Support capacity building of national institutions in Albania, Bosnia and Herzegovina, Croatia, Macedonia, Montenegro and Serbia in a complementary and supportive way to the European integration processes in the region.

In view of the above, the MARRI Regional Centre has initiated a number of interrelated and mutually reinforcing activities at the national and regional level, as stated in the MARRI Strategy and Programme of Action for 2009-2010, as well as the Ohrid Declaration (29 May 2009) and the Priorities of MARRI Presidency of Montenegro (May 2009 – April 2010).

The MARRI Regional Centre seeks to recruit a Director for a period of three years. The ideal candidate will be an experienced person from one of the six MARRI Member States who has held senior positions, including management positions, who has a comprehensive knowledge of MARRI issues, with a deep practical experience and an understanding of the history, politics and legal systems of the region and excellent knowledge of English. The MARRI Regional Centre seeks a Director with a well-developed network in the region and access to governments, international organisations and NGOs.

Duties and Responsibilities:

The Director of the MARRI Regional Centre has the following responsibilities:

- Provide vision, strategic direction, leadership and management of the MARRI Regional Centre's work in the region;
- Promote the MARRI Strategy and Programme of Action through active engagement liaising at the highest regional levels with relevant governmental authorities, international organisations, non-governmental organisations, and the general public, aiming at coordinating and promoting MARRI activities and facilitating the implementation of ongoing activities, forging strong and effective partnerships;
- Manage the MARRI Regional Centre through its phases of development, including implementing the full range of MARRI activities;
- Supervise the work of the MARRI Regional Centre's State Officials, management, local staff, consultants and interns, including recruitment, induction and professional development, managing and evaluating the performance of staff, building an effective team, defining job descriptions, work plans and terms of reference, and overseeing the work of the office. This will require regular and close coordination with the MARRI National Coordinators;
- Ensure that operational, administrative, financial, and budgetary procedures are adhered to in accordance with MARRI guidelines and procedures, including taking responsibility for budget preparation, monitoring and approval of office expenditure based on agreed budgets;
- Represent the MARRI Regional Centre externally, developing and maintaining relations with governments, donors, inter-governmental organisations and NGOs, delivering public speeches and otherwise raising the public profile of the MARRI Regional Centre;
- Prepare regular reports on the MARRI Regional Centre activities in the region; briefings and background information as required including specific information as requested by the MARRI Regional Forum and donors.
- Develop and implement strategies to initially build, inform and mobilise the MARRI network in the region and engage them in the work of MARRI. Develop the exchange of ideas and information between MARRI Member States and EU, as well as other relevant international organisations and initiatives;
- Contribute significantly to the development and implementation of fundraising strategies for the MARRI Regional Centre's work, including taking responsibility for the drafting and editing of proposals, and lead on the cultivation and maintenance of relations with relevant donors.
- Represent the MARRI Regional Centre at conferences, workshops, other activities and any other meetings that relate to MARRI issues.
- Perform other related duties as may be assigned by the MARRI Regional Forum.

Accountability

Under the direct supervision of the MARRI Regional Forum, the incumbent will act as a Director responsible for managing the daily operational and administrative functions of the MARRI Regional Centre.

A CV and a Motivation Letter in English language should be available for each candidate by 25 February 2010.

The applications for Montenegro Nationals are to be sent to the contact person of the Montenegrin MARRI Presidency-in-Office, **Mr. Aleksandar Andrija Pejović**, Director, Directorate for EU, Ministry of Foreign Affairs, Montenegro; Tel. + 382 20 203 210, Fax. + 382 20 225 702; email: aleksandar.pejovic@gov.me and the Contact Point/National Coordinator for MARRI in the Ministry of Interior **Ms Olivera Jukić** at Tel. + 382 20 224 017, Fax. + 382 20 224 017; email: sektorup@t-com.me