



## Terms of Reference

<b>I. POSITION INFORMATION</b>	
Position title	Migration Data and Policy Analyst
Status	Fixed term contract
Duty station	MARRI Regional Centre, Skopje, North Macedonia
Starting date	1 June 2024
Duration	12 months, with possibility of extension
Gross annual salary	16,416 EUR
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>MARRI – the Migration, Asylum, Refugees Regional Initiative – is a regional, intergovernmental organisation, composed of six Participants: Albania, North Macedonia, Bosnia and Herzegovina, Serbia, Montenegro, and Kosovo*. The mandate of MARRI is to strengthen regional migration policies and cooperation, develop professional competences and solutions for complex migration challenges through exchange of information, capacity building and harmonisation of legal frameworks towards the EU Acquis Communautaire.</p> <p>MARRI's main executive body is the MARRI Regional Centre (MARRI RC) in Skopje that also serves as Secretariat of the Initiative.</p> <p>Under the direct supervision of the MARRI RC Director, the successful candidate will be responsible for the execution of tasks related to collection, analysis, and publication of migration-related data in the Western Balkans.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1) Collect and coordinate the provision of migration and asylum related data through the Regional Platform for Migration Data Exchange in the Western Balkans (WB-MIDEX);</li> <li>2) Regularly analyze quality and quantity of data received through WB-MIDEX;</li> <li>3) Update and systemize regional data collection processes to ensure effective exchange of data through the WB-MIDEX Platform in line with the needs and priorities of MARRI Participants;</li> <li>4) Draft and propose guidelines on the gathering, sharing, protection and dissemination of information to ensure continuous harmonization of statistical methodologies and practices among all six MARRI Participants;</li> <li>5) Develop specialized data collection and dissemination plans for MARRI RC, from data entry, review, storage, analysis and publication to ensure the transparency and utility of data collection processes within MARRI RC;</li> <li>6) Liaise with and advise the Statistical Focal Points of the Ministries of Interior / Security of the six MARRI Participants;</li> <li>7) Coordinate the work of MARRI Permanent Working Group on Migration Statistics, composed of MARRI RC Director, senior migration statistics experts from the Ministries of Interior / Security as well as Agencies for Statistics of the six MARRI Participants and MARRI RC team;</li> <li>8) Support MARRI RC in developing and publishing periodical and ad hoc regional migration trends analysis reports for the Western Balkans based on the data contained in WB-MIDEX and other relevant sources;</li> <li>9) Continuously monitor developments related to migration statistics within the European Union, and provide MARRI RC and all six MARRI Participants with regular and timely updates on such developments;</li> <li>10) Identify and develop concept notes for the upgrading and improvement of the WB-MIDEX Platform in line with EU standards, as needed;</li> </ol>	

- 11) Provide technical guidance to MARRI related to migration-related statistics and ensure the technical functioning and sustainability of the WB-MIDEX Platform, in coordination with MARRI and the software maintenance service provider;
- 12) Organize and support the delivery of the project and MARRI events, such as regional meetings, workshops and trainings;
- 13) Communicate and coordinate, in consultation with the MARRI RC Director and the Programme Manager, with other donors and relevant stakeholders;
- 14) Provide inputs to relevant project reports and prepare narrative progress reports;
- 15) Perform other duties as may be required by the MARRI RC Director.

**IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

**EDUCATION**

- University degree in social statistics, migration studies, political science, social studies, security studies or a related field from an accredited academic institution.
- Master's degree in above-mentioned fields would be considered as an advantage.

**EXPERIENCE AND SKILLS**

- Proven experience in collection and analysis of statistics, preferably in the field of migration;
- Experience in analysing data and producing reports for the purposes of public policy development;
- Previous experience with and knowledge of the statistical frameworks and standards in the European Union;
- Previous experience with and knowledge of the migration context in the Western Balkans;
- Proven previous experience and high level of proficiency in advanced statistical analysis software's (R, Python, PowerBi, SQL-Sever, and similar);
- Experience in drafting clearly and concisely, and solid communication and negotiation skills;
- Experience as part of internationally funded technical assistance projects is an advantage.

**V. LANGUAGES**

Required (specify the required knowledge)	Advantageous
Full professional proficiency in English	Working knowledge of another language used in the Western Balkans

**VI. COMPETENCIES**

- The incumbent is expected to demonstrate the following competencies:
- Advanced scientific statistical analysis skills in social science, particularly demographics;
  - Commitment to details;
  - Being initiative, in identifying gaps and proposing solutions;
  - Excellent coordination skills regarding regional stakeholders;
  - Ability to work under pressure, manage high workload and meet tight deadlines;
  - Diligent, reliable and focused way of operating with close attention to detail;
  - Independent and pro-active attitude, strong sense of ownership for assigned areas of responsibility;
  - Proven work planning, ability to identifying and mitigating risks early;
  - Collegial team spirit;
  - Ability to work with internal and external stakeholders to meet resource needs of

MARRI RC;

- Political & cultural and gender sensitivity;
- Excellent communication skills, particularly for translating scientific statistical phenomena into common language;
- Writing and editing skills;
- MS Office and statistical analysis software skills;

#### **VII. HOW TO APPLY**

The Vacancy is open to candidates from all MARRI Participants that have the legal right to reside and work in the Republic of North Macedonia.

Interested candidates are invited to submit CV and Cover Letter in English to [info@marri-rc.org.mk](mailto:info@marri-rc.org.mk) quoting the position title, no later than 15 May 2024.

MARRI is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, special needs, gender identity, religion or ethnicity.

Only shortlisted candidates will be contacted.