



**VACANCY NOTICE**  
**IOM LIBYA MISSION IN TUNIS**  
(OPEN TO INTERNAL AND EXTERNAL CANDIDATES)

<b>Position Title:</b>	Project Assistant- SAR
<b>Duty Station:</b>	IOM Libya in Tunis, Tunisia
<b>Classification:</b>	G5
<b>Type of Appointment:</b>	Special Short Term for 6 months with possibility of extension.
<b>Estimated Start Date:</b>	As soon as possible
<b>Closing Date:</b>	26 June 2017
<b>Reference Code:</b>	LY20-2017-002

Established in 1951, IOM 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.

**Context:**

Under the direct supervision of the Programme Officer, the Project Assistant will be responsible, for the following activities, according to the procedures and training provided by IOM.

**Core Functions / Responsibilities:**

- Liaise with peers in relevant governmental, non-governmental entities (NGOs), international organizations as well as other relevant actors.
- Assist in the planning and implementation of field missions and trainings (Travel Authorization, security clearance).
- Monitor and provide update to the Programme Officer on progress and, where relevant, additional needs in relation to the project implementation and follow up activities.
- Informally translate relevant documents from English to Arabic and vice versa, provide occasional translation services in meetings.
- Provide overall administrative support, preparing purchase requests and requests for payment.
- Work on the procurement processes, preparing contracts with vendors, soliciting quotes.
- Develop project documents, forms and tracking tools
- Monitor the proper documentation and filing of the project administrative and financial documents as well as of data collection forms.
- Coordinate with partners in the development and implementation of the capacity building activities for staff, beneficiaries, community structures members and government institutions staff related to community stabilization.
- Follow up with implementing partners on financial tracking, information management and reporting.
- Draft notes for files (NFFs) for trainings and meetings.
- Undertake duty travel when necessary.

- Any other duties that might be assigned.

## **Required Competencies:**

The incumbent is expected to demonstrate the following technical and behavioral

### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

### **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and

- promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

#### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

#### **Technical**

- Effectively applies knowledge of relevant financial discipline
- Develops / follows internal control procedures to prevent fraud and mismanagement;
- Ensures application of institutional financial policies and guidelines;
- Advocates incorporation of financial considerations into processes and procedures;
- Effectively applies knowledge of multiple financial disciplines to monitor and manage the work of staff

#### **Required Qualifications:**

##### **Education & Experience:**

- University degree in public and business administration, human resources management or other related fields with minimum 3 years of relevant professional experience
- Work experience from an international organization is an advantage
- Good writing, communication and negotiation skills
- Personal commitment, efficiency, flexibility, drive for results; capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

##### **Languages:**

Fluency in Arabic, English  
Working knowledge of French is advantage

##### **How to apply:**

Interested candidates are invited to submit their updated CV with a cover letter to [hrdlibya@iom.int](mailto:hrdlibya@iom.int), by **26 June 2017** at the latest, mentioning the reference code and the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From **12 June 2017** to **26 June 2017**