



Organisation internationale pour les migrations (OIM)
L'organisme des Nations Unies chargé des migrations

SPECIAL VACANCY NOTICE

IOM TUNISIA: VATN/2018-025

Intern-Sfax

The UN agency for Migration – IOM Tunisia is looking for an **Intern-Sfax** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHForm, CVs and cover letter specifying the motivation for applications to **Tunisrecruitment@iom.int** no later than 9th December 2018; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title: Intern-Sfax
Duty Station: Sfax, Tunisia
Type of Appointment: Internship, 6 months-with possibility of renewal
Estimated Start Date: December 2018
Reference Code: VATN/2018-025

Organizational Context and Scope:

Established in 1951, the UN agency for Migration-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.

Under the direct supervision of the IOM Sfax Head of Sub Office and the overall guidance of the Chief of Mission of the International Organization for Migration (IOM) in Tunisia, the successful candidate will support the implementation of the activities being carried out in Sfax.

Core Functions / Responsibilities:

The successful candidate will be responsible for:

In particular he/she will:

1. Assist in the organization of events, workshops, coordination meetings with local partners, such as drafting invitations, schedules and any needed arrangements;
2. Assist in the organization of community outreach activities, including those aimed at sharing of information on services available and raising awareness on dangers of irregular migration among migrants in Sfax;

3. Support in the development of awareness-raising materials (leaflets, posters, etc) in French, aiming at reinforcing the access of migrants to accurate information on their rights and available services in Sfax;
4. Support in the preparation of communication document, articles and briefings;
5. Support in drafting project-related communication material, including correspondence, letters, minutes of meetings, memos, reports, briefing notes, graphic and statistical summaries;
6. Support with the updating of contact and partners lists;
7. Support with administrative duties related to project implementation, including compiling documentation needed for procurement;
8. Translate project related documents, as needed;
9. Undertake site visits as required;
10. Assist in ensuring the archive of the project related documents ;
11. Perform such other duties as may be assigned.

Required Qualifications:

Completed university degree from an accredited academic institution, preferably in Social and Law;

- b) Demonstrated interest in working in international organizations;
- c) Demonstrated ability to manage complex portfolios considered an asset;
- d) Sound knowledge of project implementation, financial and administrative management skills are an advantage;
- e) Familiarity with the region and the migration thematic is an asset;
- f) Good working knowledge in Excel software;
- g) Computer literate with the ability to quickly learn new systems.

Languages:

Fluency in French and good knowledge of English.

Knowledge of Arabic is an advantage

Posting period:

From 23.11.2018 to 09.12.2018