



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

VACANCY NOTICE

IOM TUNISIA: VATN/2019-009

National Project Officer (Incorpora, CM Belgium & RDPP)

The UN agency for Migration – IOM Tunisia is looking for a **National Project Officer (for Incorpora, CM Belgium and RDPP projects)** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHF/CVs and cover letter specifying the motivation for applications to **Tunisrecruitment@iom.int** no later than the **13th of February 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title:	National Project Officer (Incorpora, CM Belgium & RDPP)
Duty Station:	Tunis, Tunisia
Classification:	NOB
Type of Appointment:	One Year Fixed Term contract
Estimated Start Date:	ASAP, February 2019
Reference Code:	VATN/2019-009

Organizational Context and Scope:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN organization in the field of migration 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.

Employability projects:

I. “Incorpora” project:

Through this project, funded by la Caixa Foundation and la Caisse des Dépôts et Consignations, IOM aims at contributing to sustainable social transformation in Tunisia, by improving the quality of life of most vulnerable groups through socio-professional integration. Building upon the successful experience of La Caixa’s Foundation program “Incorpora” in Spain, Poland and Morocco, the first phase of the project promoted access to employment for people at risk of social exclusion. Partnerships with four Civil Society Organizations (CSOs) led to the employment of 102 people and to 20 enterprises joining the project.

IOM will implement the second phase of the project in Tunisia in cooperation with an

increased number of CSOs already involved in assistance and protection of vulnerable youth, women/single mothers, and persons with disability. It will do so with the aim of promoting and facilitating job matching through placement and training services in the private sector.

II. “Enhancing Tunisian Youth Employability through Vocational Apprenticeships and professional Internship in Belgium and Tunisia”:

This circular Migration project will be implemented in three steps:

1. Creation of a network of companies (in both public and private sectors) in Tunisia and Belgium, and identification of apprenticeships/internships opportunities in the two countries;
2. Provision of six-month internships in Belgium, based on the profile of the selected beneficiaries;
3. Provision of five-month support to each beneficiary upon return to Tunisia for an on-the-job training, job placement, or start-up business.

III. Regional Development and Protection Programme North Africa – Development Pillar” (RDPP NA DEV):

The project targets five countries (Algeria, Egypt, Libya, Morocco and Tunisia). The first phase of the project started in February 2016 and will end in 2019 while the second phase of the project started in January 2019 and will end in 2021. RDPP NA DEV aims at strengthening the resilience of migrants together with their host communities. The project seeks to shape public opinion on migrants and to enhance integration via interventions that focus on social cohesion and access to the labour market.

The successful applicant will work under the direct supervision of the Senior Project Manager in Tunisia, with the overall guidance of the Chief of Mission of IOM Tunisia, and in close coordination with the IOM Country Office in Belgium.

Core Functions / Responsibilities:

The successful applicant will:

I. Incorpora Project

1. Manage the Incorpora initiative in Tunisia:

- Coordinate a group of at least 8 Tunisian CSOs that are committed to the integration of people at risk of social exclusion in the labor market;
- Take part in the development of the annual strategic plan of the group of CSOs to enhance labor market participation of people at risk of social exclusion;
- Monitor compliance with the targets that IOM, « la Caixa » Foundation and la Caisse de Dépôts et Consignations agreed upon;
- Monitor the group of CSOs comply with the goals of the project;
- Promote, direct and coordinate the prospective campaigns for companies and business associations;
- Monitor prospective visits made by CSOs, and the results thereof.

2. Coordinate the Incorpora Training Points (ITP) in the territory:

- Update the Incorpora Group's operational protocols;
- Coordinate the analysis of the territory and the needs of companies, and plan the training courses;
- Launch the required campaigns and monitor ITPs to ensure they assist in increasing new recruitments in the Group.

3. IOM's contact person of the Incorpora Group with "la Caixa" Banking Foundation and la Caisse de Dépôts et Consignations:

- Develop and present the strategic plan created for Tunisia;
- Write regular reports as per donor's requirements and coordinate all financial reporting with RMU unit.

4. Represent the network and reach out to enterprises and business associations

- Plan and coordinate CSOs efforts to promote the program among companies and business associations;
- Encourage the signature of cooperation agreements with companies, business associations and relevant stakeholders, in compliance with the annual strategic plan developed by the group of CSO;
- Monitor and ensure support as needed of services delivered by companies;
- Participate in relevant seminars and meetings, as well as other events aimed at promoting IOM's image and activities, as required;
- Undertake duty travel as required.

II. "Enhancing Tunisian Youth Employability through Vocational Apprenticeships and professional Internship I Belgium and Tunisia"

In coordination with IOM Belgium, the successful applicant will have the following duties and responsibilities:

- Create and maintain a network of companies (in both the public and private sector) in Tunisia and Belgium and identify apprenticeships/internships opportunities in the two countries;
- In order to identify beneficiaries, develop selection criteria and participate in the research and analysis of relevant educational institutions in Tunisia in coordination with national partners in the country;
- Undertake the necessary research to identify relevant companies and organization in Tunisia with the aim to sign apprenticeship/internship agreements;
- Assist in linking internship vacancies to beneficiaries, based on their educational profiles and ensure smooth selection of the best candidates;
- Support each beneficiary upon return to Tunisia for on-the-job training, a job placement or start-up business depending on their profile;
- Liaise with Tunisian governmental institutions and universities, academic institutions, technical institutes, public and private sector companies in Tunisia;
- Assist in the preparation of visits and meetings with relevant stakeholders within the

project, in Belgium and Tunisia;

- Prepare all relevant background information for meetings with stakeholders;
- Assist in the design of visibility material in French, Dutch and Arabic; and provide overall support in communication activities developed within the above-mentioned project in coordination with the PI unit of IOM Tunis and Brussels (in particular draft public information documents, website articles, newsletter items, news digests, press releases on the project);
- Draft meetings' minutes, routine correspondence, infosheets, success stories, project reports, memoranda as well as project documents and forms related to IOM operational and administrative matters;
- Support the Senior Project Manager and the Project Development Officer in developing new projects proposals, and liaise with the Tunisian government, donors and other stakeholders in the fields of labor migration, and migration and development.

III. Regional Development and Protection Programme North Africa – Development Pillar” (RDPP NA DEV)

The successful applicant will support the Senior Project Manager in migrants' employment in Tunisia. In particular the National Project Officer will support dissemination of project's goals and results with national and local authorities as well as the private sector. The incumbent will also support job matching of migrants via engagement with the authorities and the employers.

Required Competencies:

Inclusion & respect for diversity

Respects and promotes individual and cultural differences.
Encourages diversity and inclusion wherever possible.

Integrity & transparency

Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism

Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Teamwork

Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results

Produces and delivers quality results in a service-oriented and timely manner.
Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge

Continuously seeks to learn, share knowledge and innovate.

Accountability

Takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

Communication

Encourages and contributes to clear and open communication.

Explains complex matters in an informative, inspiring and motivational way.

Leadership

Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision. Assists others to realize and develop their potential.

Empowering others & building trust

Creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Strategic thinking & vision

Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Required Qualifications:**Education & Experience:**

- Master's degree in Economics, Business Administration or a related discipline from an accredited academic institution with two (2) years of work experience in the field of job creation, retention and similar fields, with a demonstrated ability to manage complex portfolios considered an asset
- Or Bachelor's degree in the above fields with four (4) years of work related experience.
- Experience working abroad and passion to work with migrants;
- Experience in employment and entrepreneurship;
- Experience in monitoring and evaluation;
- Experience working with CSOs an asset;
- Experience in Labor Migration, Migration and Development;
- Experience with MS Office Pack, Internet;
- Sound knowledge of financial and administrative skills;
- Experience with Adobe Suite. Experience with Photoshop, Indesign, Illustrator would be an asset;
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, UN organizations and nongovernmental organizations.

Languages:

Fluency in Arabic, English and French;

Posting period:

From **31.01.2019** to **13.02.2019**