



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

SPECIAL VACANCY NOTICE

IOM TUNISIA: VATN/2019-011

Project Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Project Assistant** (EU-IOM Joint Initiative for Migrant Protection and Reintegration) 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 **20th of February 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title:	Project Assistant
Duty Station:	Tunis, Tunisia
Classification:	G5
Type of Appointment:	One Year Fixed Term contract
Estimated Start Date:	ASAP
Reference Code:	VATN/2019-011

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.

The EU-IOM Joint Initiative for Migrant Protection and Reintegration in North Africa – project, focuses on 5 priority countries, namely Algeria, Egypt, Libya, Morocco, and Tunisia. The project aims to improve protection and enable the voluntary return of stranded migrants and migrants in transit in North Africa; to support targeted countries to enhance the sustainability of reintegration through an integrated approach addressing economic, social, and psychosocial dimensions, and to increase the capacities of North African countries and relevant stakeholders to develop or strengthen return and reintegration policies and processes, including identification and referral.

Under the overall supervision of the IOM Tunisia Chief of Mission and the Project Manager, the direct supervision of the Project Officer and in close coordination with colleagues at the IOM Regional Office in Cairo, the successful candidate will support the implementation of Assisted

Voluntary Returns from Tunisia to countries of origin under the EU-IOM Joint Initiative project in Tunisia, particularly.

Core Functions / Responsibilities:

The successful candidate will be called to :

1. Support the planning and implementation of the Assisted Voluntary Return and Reintegration (AVRR) component of the EU IOM Joint Initiative project in Tunisia, including its financial, administrative, and technical aspects, in compliance with IOM policies and standards, as well as donor requirements;
2. Develop and maintain AVRR work plans, including coordinating availability of airport assistance upon departure to facilitate the smooth departure of stranded migrants to countries of origin;
3. Liaise with IOM missions in countries of origin to coordinate for return clearances and availability of operational assistance in countries of transit and origin as may be required;
4. Review reintegration assistance plans of migrants returning from Tunisia to countries of origin with IOM assistance, ensuring compliance with IOM financial rules and regulations;
5. Coordinate the monitoring of the effective provision of reintegration assistance in countries of origin under IOM Tunisia managed projects to be conducted by IOM missions in countries of origin as required;
6. Maintain an internal database on migrants provided with return assistance, including to track the the status of the provision of reintegration assistance under IOM Tunisia projects and follow-up with IOM missions in countries of origin as required;
7. Contribute to the development and improvement of related country specific tools to be used in Joint Initiative programme activities, in line with IOM procedures;
8. Provide inputs concerning activities relating to AVRR from Tunisia to countries of origin to the monthly and interim reports, hence contributing to timely submission of IOM Tunisia inputs to the project management site at IOM Regional Office in Cairo;
9. Support the production of regular briefings, summaries, press releases, visibility activities and other relevant information materials on the project;
10. Back-up support in the provision of assistance to Victims of Trafficking and other vulnerable migrants, including screening interviews to determinate needs and updating of an IOM database on assistance to vulnerable migrants;

11. Ensure discretion and confidentiality regarding the personal data of beneficiaries, in line with IOM Data Protection Principles;

12. Perform such other duties as may be assigned.

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.

Required Qualifications:

Education & Experience:

- Bachelors' degree in Development, Management, Political, Law, Social Sciences, or a related field from an accredited academic institution with three years of relevant professional experience or;

- High school degree / Certificate in the above fields with five years of relevant professional experience
- Experience in the field of Assisted Voluntary Return and Reintegration (AVRR) or Humanitarian Repatriation (HRAP) of stranded migrants to countries of origin;
- Experience in working with international or non-governmental organizations;
- Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access;
- Knowledge in regional issues in the thematic area of migration is a distinct advantage;
- Previous experience in international organization in an advantage;
- Must be a national of Tunisia.

Languages:

Fluency in French and Arabic (written and spoken) is required;
Good knowledge of English.

Posting period:

From **07.02.2019** to **20.02.2019**