



IOM TUNIS: VA/TN2017-025 Operations Clerk-Zarzis

The UN agency for Migration – IOM Tunisia is looking for an **Operations Clerk-Zarzis** 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 **17 December 2017**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title: Operations Clerk
Duty Station: Zarzis, Tunisia
Classification: G3
Type of Appointment: OYFT, with possibility of extension
Estimated Start Date: ASAP
Closing Date: 17 December 2017
Reference Code: TN 2017-025

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.

Context:

Under the direct supervision of the HSO in Zarzis, and overall supervision of the Chief of Mission (CoM), the incumbent will carry out the following duties and responsibilities.

Core Functions / Responsibilities:

1. Support in the logistical and administrative aspects of assistance to all migrants under IOM AVRR projects in the South of Tunisia in co-ordination with the respective colleagues including preparing and filing all travel related documents (such as ABNs and LPs) ;
2. Assist the project assistant with the logistical needs as relates to NFI distribution, ground transportation, accommodation, meals, medical and operational appointments, pre-departure medical checks and departures and /or arrivals in close co-ordination with project/Operations Unit;

3. Report on every case departed as well as any issue that occurred (cancellations, delays, medical cases) for each movement;
4. Meet and assist migrants at the transportation departure meeting point; provide them the necessary documentation and guide them through the departure formalities;
5. Assist in the follow up of the Fit to Travel to be performed for all the migrants in close coordination with HSO and Project Assistant as well as OPS assistant in Tunis and PM;
6. Upon request, make trips to the bank, the post office, retail shops, partners etc;
7. Assist in Non-food items distributions to the migrants (hygiene kits, clothing, shoes);
8. Drive IOM staff on official duty, coordinating the schedule with Admin/FIN assistant in Zarzis;
9. Follow the rules and regulations of driving IOM vehicles at all times;
10. Ensure the safety and security of vehicle, staff and cargo, ensuring that road discipline and traffic rules are observed;
11. Any other tasks as may be required.

Required Competencies:

Behavioral:

- Accepts and gives constructive criticism
- Follows all relevant procedures, process and policies
- Meets deadline, cost and quality requirements for outputs
- Establishes and maintains effective working relationships with clients.
- Demonstrates interest in improving relevant skills.
- Actively shares relevant information.
- Clearly communicates and listens to feedback on changing priorities and procedures.
- Proactively develops new ways to resolve problems.
- Provides constructive feedback to colleagues.
- Sets clear and achievable goals consistent with agreed priorities for self and others.
- Masters subject matter relate to responsibilities.
- Knowledgeable about and promotes IOM core mandate and migration solutions.
- Actively contributes to an effective, collegial and agreeable team environment.
- Takes joint responsibility for team's work.

Technical:

- Delivers on set objectives in high-pressure situation;
- Effectively coordinates actions with other related departments;
- Available to travel and monitor IOM activities are required

Required Qualifications:

Education & Experience:

- Completed a Secondary School Diploma from an accredited academic institution in administration, finance;
- At least 3 (three) years' experience in a relevant field;
- Knowledge of procurement and administrative management and effective resource management skills.

Languages:

Fluency in Arabic, French

Posting period:

From 05.12.2017 to 17.12.2017