



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

IOM TUNIS: VATN/2018-005

Senior Project Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Senior Project Assistant_Health Project** 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 **20 February 2018**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title:	Senior Project Assistant_Health Project
Duty Station:	Tunis, Tunisia
Classification:	G6
Type of Appointment:	OYFT (one year fixed term contract with possibility of renewal)
Organizational Unit:	CT/Migrants Protection , Tunisia
Estimated Start Date:	March 2018
Reference Code:	VATN/2018-005

Organizational Context and Scope:

The International Organization for Migration (IOM) is an intergovernmental organization, created in 1951, which occupies the leading position in migration. In the MENA region, particularly in Tunisia, IOM implements programs of assistance to vulnerable migrants, strengthening the link between migration and development and assistance to marginalized youth with a view to preventing irregular migration.

In the frame of the Migrants Protection portfolio, IOM is implementing with the support of the Ministry of Foreign Affairs of Finland, the phase 2 of a regional project to support governments in managing migration focusing on promoting health and wellness among transit migrants in Egypt, Libya, Morocco, Tunisia and Yemen – hereinafter the Health Project (phase 2)– . Specifically, in each of the target countries, IOM will implement a range of activities to help migrants with health needs, namely; (1) humanitarian and medical assistance to be provided directly or through partners to vulnerable migrants; (2) support to national authorities to better manage the health needs of migrants; (3) capacity building of government health structures and non-governmental health organizations to improve the provision of migrant-friendly health care services; (4) support to shelters housing vulnerable migrants, including victims of trafficking, pregnant women, and single mothers; (5) support the government and civil society to help the most vulnerable people (victims of trafficking, migrant women, single mothers, unaccompanied migrant children).

Under the direct supervision of the National project Officer MH and the overall supervision of the Counter trafficking/ Migrants Protection Project Manager, the Senior project assistant, based in Tunis, will provide necessary support in the implementation of the Health Project activities in Tunisia.

Core Functions / Responsibilities:

The successful candidate will be responsible for:

- Provide support in the implementation and monitoring of the Health Project (phase 2) in Tunisia, as well as all on-going migration and health activities in Tunisia;
- Provide technical and logistical support in the organization of meetings with national partners and peer educators, including activities related to the monitoring and evaluation of the regional Health Project (phase 2);
- Organize workshops and other events (seminars, round tables, conferences, training...etc.) and draft related reports;
- Assist in the identification and contact of Project's providers (trainers, consultants...);
- Provide technical support with the preparation of training modules and support in the delivery of trainings on assistance and protection of migrants, especially on psychosocial assistance;
- Provide technical support and input to the development of migration health tools and instruments such as technical guidelines, standard operating procedures, toolkits etc.; identifies issues and initiates requisite follow-up actions; Provide input and participate in relevant national technical forums on health/ HIV, including the JUNTA;
- Follow-up on activities to be developed and implemented by the group of peer educators in the field within the Health Project (phase 2) in Tunis, Sfax and South of Tunisia;
- Maintain good and effective professional relationships with partner departments and agencies, relevant for the Health Project (phase 2) as directed;
- Support the adjudication of migrants case files by providing, if assigned, interpretation during interviews with migrants, data entry services, logistical support and data collection/analysis, in coordination with the national project officer;
- Provide information and counseling to migrants, fill the questionnaires of detection of needs and vulnerabilities and register the data in the IOM migrants database;
- Assist in coordinating the referral of migrants to other partners for services according to their needs, and provide direct assistance and social/health services to the most vulnerable migrants and medical cases;
- Provide general psychosocial support to the most vulnerable migrants;
- Provide social, medical and psychosocial assistance to Tunisian returnees with health needs and their family;
- Coordinate with MHD on the procedures to follow for medical cases including escort arrangements during voluntary return;
- Coordinate the updating of the Health Project (phase 2) database on assistance to vulnerable migrants and medical cases;
- Ensure accurate observance of administrative rules, regulations and procedures within the framework of the Health Project (phase 2) and in line with IOM guidelines;

- Fulfill internal procurement and other administrative formalities including the draft/printing/sending of official letters and other relevant documents in order to provide support to Health Project (phase 2) activities;
- Perform other tasks assigned by the supervisor.

Required Competencies:

Behavioral:

- Establishes and maintains confident relationships with migrants.
- Follows all relevant procedures, process and policies.
- Meets deadline, cost and quality requirements for outputs.
- Actively shares relevant information.
- Accepts and gives constructive criticism.
- Demonstrates interest in improving relevant skills.
- 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 situations
- Effectively coordinates actions with other implementing partners

Required Qualifications:

Education & Experience:

- High School Degree/Certificate degree in in a relevant field such as Social Work, Sociology, Psychology, Law, Human Rights and/or Politics from an accredited academic institution and six years of relevant professional experience ; or Bachelors or Equivalent or Higher degree in the above fields with four years of relevant professional experience
- Experience required in the direct assistance of migrants, particularly the most vulnerable, and in the identification and protection of victims of trafficking;
- Knowledge in the field of psychosocial assistance vulnerable migrants;
- Ability to deliver training on health and psychosocial assistance to migrants;
- Good knowledge of the health and voluntary sectors in Tunisia; knowledge of institutional partners involved in the medical social field is a plus;
- Knowledge of migration and aware of the situation of African (sub-Saharan, Libyan...) migrants in Tunisia (administrative status, access to rights, socio-economic situation) is an asset;
- Excellent knowledge of all Microsoft Office package applications;
- Ability to work under pressure, adhere to deadlines, excellent organisational skills and drive for results;

- Experience working with international NGOs, local NGOs or civil society organizations would be an asset;
- Ability to work effectively with local authorities, academic institutions and the broader community to advance country office or regional objectives.

Languages:

Fluency in Arabic, French and English.

Posting period:

From 06.02.2018 to 20.02.2018