



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

IOM TUNIS: VATN/2018-007 Project Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Project Assistant** 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 25 February 2018; 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:	UG
Type of Appointment:	Special Short Term contract; 6 months renewable
Estimated Start Date:	ASAP
Reference Code:	VATN/2018-007

Organizational Context and Scope:

Established in 1951, 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.

The 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, or a job placement or start-up business.

The Incumbent will work under the direct supervision of the Project Manager in Tunis and in close coordination and under the technical guidance of the Project Unit of the IOM Country Office Brussels, Belgium.

Core Functions / Responsibilities:

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

1. In order to identify the beneficiaries, develop a guide on selection criteria and assist in the research and analysis on relevant educational institutions in Tunisia in coordination with national partners in Tunisia.
2. Undertake the necessary research to identify relevant companies and organisation in Tunisia with the aim to create apprenticeship/ internship agreements;
3. Assist in linking the internship vacancies to the beneficiaries depending on their educational profiles and follow-up on the administrative side/ execution – finetuning of the internships provision of internships in Belgium, based on the profiles of the selected beneficiaries;
4. Follow-up on the provision of support to each beneficiary upon return to Tunisia for an on-the-job training, a job placement or start-up business depending on their profile;
5. Lease with Tunisian ministries/ institutions and Universities, academic institutions, technical institutes in Tunisia, public and private sector companies in Tunisia;
6. Assist in the preparation of visits and meetings with relevant stakeholders within the project in Belgium and Tunisia;
7. Prepare all relevant background information, research and filing necessary for meetings with stakeholders;
8. Assist in the design and the impression of banners, brochures and leaflets in French, Dutch and Arabic; assist in drafting public information documents, website articles, newsletter items, news digests, press releases and information dissemination on the project; provide overall support in communication activities developed within the above-mentioned project in coordination with the PI unit of IOM Tunis and Brussels;.
9. Draft meetings minutes, routine correspondence, infosheets, success stories, project reports, memoranda, faxes as well as project documents and forms related to IOM operational and administrative matters;
10. Ensure due priority to the Project “Enhancing Tunisian Youth Employability through Vocational Apprenticeships and professional Internship I Belgium and Tunisia”, support the Project Manager and Project Development Officer with regards to development of new projects proposals, and liaison with the Tunisian government and other stakeholders in the fields of labour migration and migration and development.
11. Any other duty within the incumbent’s capabilities as assigned by the Chief of Mission.

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.

Required Qualifications:

Education & Experience:

- High School Degree/Certificate degree in European Studies, International Relations, Political Science, Law, from an accredited academic institution and five years of relevant professional experience ; or Bachelors or Equivalent or Higher degree in the above fields with three years of relevant professional experience.
- Strong organizational skills, including two years of professional working experience within an international institution, NGO or public sector organization related to migration is highly desirable
- Knowledge of labor market in Tunisia and experience in youth job placement is a distinct advantage
- Experience in offering support in project development and implementation is a distinct advantage
- Excellent administrative skills. Ability to draft clearly and concisely in English and French
- Good level of computer literacy, especially Microsoft Office.
- Strong research skills is an advantage
- Strong liaison skills is an advantage

Languages:

Fluency in Arabic, French and English.

Posting period:

From 12.02.2018 to 25.02.2018