



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

IOM TUNIS: VATN/2018-010

Project Assistant

Extended (20/05/2018)

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 20 May 2018; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title:	Project Assistant
Duty Station:	Zarzis, Tunisia
Classification:	G5
Type of Appointment:	Special Short Term contract; 6 months- with possibility of renewal
Estimated Start Date:	May 2018
Reference Code:	VATN/2018-010

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.

Under the overall guidance of the Chief of Mission (CoM), under the direct supervision of the HSO and in close coordination with program managers of relevant operational units within IOM Tunisia, the Project Assistant will be responsible for developing and implementing Migrant Resource and Response Mechanism activities in Southern Tunisia.

Core Functions / Responsibilities:

The successful candidate will be responsible for the implementation of activities in the South of Tunisia to support stranded migrants and identify best solutions according to IOM migrants' assistance work in Tunisia. In particular he/she will:

1. Assist in the efficient and effective implementation of IOM activities in the south of Tunisia, including, if assigned, undertaking such duties as promoting and assisting in the development of networking activities with local partners in the field of protection of migrants; assist in the organization and delivery of training workshops addressed to local NGOs and local partners on issues related to assistance to vulnerable migrants, especially unaccompanied migrant children; medical cases, victims of trafficking.
2. Support the development of cultural, educational, social and psychosocial activities addressed to migrants, in coordination with local NGOs; and provide Assistance to Voluntary Return and Reintegration (AVRR) support to vulnerable migrants, including conducting interviews by using the mission developed vulnerability questionnaire, counseling support and delivery of information on migrants' rights in Tunisia and joint counselling within the local mixed migration task force ;
3. Coordinate the pre and post arrival assistance with the operations unit in Tunis as well as AVRR assistance in countries of origin;
4. Assist in conducting research and assessment work, as well as collection, entry and analysis of data on migrants aiming to improve collection/analysis of data on migrants trends and profiles in the region of Medenine/Zarzis;
5. Assist with 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 Project Manager;
6. Meet with migrants and provide individual counseling according to needs, and fill questionnaires of detection of needs and vulnerabilities;
7. Organize training workshops on migration protection, emergency preparedness and other migration related issues, in the framework of IOM projects.
8. Assist with developing, drafting, and editing new project proposals and initiatives in the migration area in the region of Medenine/Zarzis, by inter alia collecting, organizing and analyzing information in support to project development;
9. Ensures accurate observance of administrative rules, regulations and procedures within the framework of project and in line with IOM guidelines;
10. Assist in fulfilling internal procurement and other administrative formalities including the draft/printing/sending of official letters and other relevant documents in order to provide support to Project activities;
11. Print documents and draft official letters when requested;
12. Coordinate with different departments in matters related to the project (logistic, HR, fin/administrative, IT... etc.) as required;

13. Provide regular quantitative and qualitative reports to the MRRM Project Manager and other supervisors and/or team members, on the work being accomplished in the framework of the MRRM project in Zarzis;
 14. Maintain regular relations and communication on IOM activities as well as on the project's activities with national and local public institutions in the South of Tunisia, local NGOs and other project counterparts;
 15. Maintain and ensure the confidentiality and integrity of all related information on IOM Projects, especially data of IOM beneficiaries, in line with IOM Data Protection Principles;
- Perform such other duties as may be assigned.

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 Management, Social Sciences or Business Administration from an accredited academic institution and at least five years of relevant professional experience ; or Bachelors or Equivalent or Higher degree in the above fields with at least three years of relevant professional experience.
- Experience in the field of migrant assistance and humanitarian activities targeting returnees and vulnerable migrants;
- Experience in complex humanitarian emergency environment;
- Experience in liaising with governmental authorities, NGOs, and other national/international institutions;
- Ability to establish and maintain strong working relations with Government counterparts, UN agencies and/or non-governmental organizations;
- Experience with Microsoft Office products, especially Outlook, Word, Excel and PowerPoint.

Languages:

Fluency in French, English and Arabic.

Posting period:

From 11.05.2018 to 20.05.2018