



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

IOM TUNIS: VATN/2018-016

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 18 september 2018; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

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| Position Title: | Project Assistant |
| Duty Station: | Tunis, Tunisia |
| Classification: | G5 |
| Type of Appointment: | Special Short Term contract; 6 months- with possibility of renewal |
| Estimated Start Date: | October 2018 |
| Reference Code: | VATN/2018-016 |

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 supervision of the CT project manager and the direct supervision of the national project officer within IOM Tunisia, the Project Assistant will be responsible for implementing Migrant Resource and Response Mechanism (MRRM) Project's activities in Tunisia.

Core Functions / Responsibilities:

The successful candidate will be responsible for the implementation of the project "Migrant Resource and Response Mechanism" (MRRM) in Tunis.

In particular he/she will:

1. Assist in the efficient and effective implementation of MRRM Project in Tunis , including duties as:

- Promoting and assisting in the development of networking activities with local partners in the field of protection of migrants;
 - Organize, and facilitate, if necessary, training workshops addressed to local NGOs on issues related to assistance to vulnerable migrants, especially unaccompanied migrant children;
 - Support the development and implementation of cultural, educational, social and psychosocial activities addressed to migrants, in coordination with local NGOs;
 - Provide Assistance to Voluntary Return and Reintegration support to vulnerable migrants, and reliable information on migrants' rights in Tunisia;
 - Support the implementation of awareness-raising activities in coordination with mobile teams in the Greater Tunis;
2. Assist in conducting research work, aiming to improve collection and analysis of data on migrants trends and profiles, in the Greater Tunis area;
 3. Assist with the data entry services, logistical support and data collection/analysis, in coordination with the National Project Officer;
 4. Ensure compliance with administrative rules, regulations and procedures within the framework of project and in line with IOM guidelines;
 5. Prepare purchase and payment requests as received from the field, coordinate with the relevant units to get the needed approvals and maintain records within the framework of the project;
 6. Assist in fulfilling internal procurement and other administrative formalities including the draft/printing/sending of official letters and other relevant documents;
 7. Coordinate with different departments in matters related to the project (admin/finance, logistics, IT... etc.) as required;
 8. Prepare reports about the activities and accomplishments in the framework of the MRRM project in Tunis;
 9. Maintain and ensure the confidentiality and integrity of all related information on the MRRM Project, especially data of IOM beneficiaries, in line with IOM Data Protection Principles;
 10. Provide support and guidance to the MRRMs mobile teams in Tunis.
 11. 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.
- Actively identifies opportunities for and promotes organizational change
- Establishes realistic resource requirements to meet IOM needs
- 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 in Management or Social Sciences from an accredited academic institution and **five years of relevant professional experience**; or Bachelors degree or equivalent, or higher degree, in the above fields with **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 organizations
- Experience with Microsoft Office products, especially Outlook, Word, Excel and PowerPoint.

Languages:

Fluency in French, English and Arabic.

Posting period:

From 04.09.2018 to 18.09.2018