



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

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## **VACANCY NOTICE**

### **IOM TUNISIA: VATN/2019-007**

#### **Field Enumerator**

The UN agency for Migration – IOM Tunisia is looking for **three (3) Field Enumerators (Sfax/ Zarzis/ Tunis)** 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 the **10<sup>th</sup> of February 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

<b>Position Title:</b>	Field Enumerator
<b>Duty Station:</b>	Tunis (1 position), Sfax(1 position) and Zarzis (1 position), Tunisia
<b>Classification:</b>	G4
<b>Type of Appointment:</b>	Consultancy (14 months)
<b>Estimated Start Date:</b>	ASAP, February 2019
<b>Reference Code:</b>	VATN/2019-007

#### **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.

Within the framework of the UK Department for International Development (DFID) funded “Safety, Support and Solutions in the Central Mediterranean Route” project, which will be implemented by IOM from 2018 to 2020 across high priority countries and several neighboring countries, the IOM Country Office in Tunisia will carry forward the Migrants’ presence mobility tracking exercise.

Under general guidance of the Senior Project Manager and direct supervision of the DTM Team Leader & IM based in Tunis, and the supervision of respective Head of Sub-Offices (Sfax, Zarzis), the incumbent will be responsible for the following:

**Core Functions / Responsibilities:**

1. Lead and provide technical support in implementing the migrants' mobility tracking assessments, aimed to gathering baseline data on migrant's presence in the areas of intervention, according to the methodology described during the inception training;
2. Understand the division of the area of responsibility into neighborhoods and administrative areas;
3. Establish a network of key informants in the area of responsibility. This will require periodical visits to several neighborhoods and settlement types, and identify and maintain a network of KI among local stakeholders, such as community leaders, local administrators, city council, associations of religious institutions (mosques, churches), professional associations (business and private sector representatives), health representatives, education representatives, representatives of the different communities of migrants, and other identified as relevant in the area of responsibility. Explain them their tasks and establish guidelines for information gathering, including timelines and mode of communication and transmission of information;
4. Visit migrants' communities and verify information on their number, location, background, and other basic data as listed in the data collection form; perform quality control over the data collected before submission;
5. Conduct data entry of the collected information into the given data entry template;
6. Guarantee timely submission of the MT forms (Movement Tracking) to the Team Leader in Tunis;
7. Prepares material, working papers and tables for monthly reports and submit to Senior Program Assistant/Team Leader;
8. Advise and keep IOM abreast of evolving migrants and nationals returnee movements, trends and dynamics;
9. Respect and follow IOM's Data Protection Principles;
10. Report to direct supervisor on implementation status, including the progress, irregularities and shortfalls;
11. Perform any other duties assigned by direct supervisor and / or HoH / Chief of Mission.

**Required Competencies:****Inclusion & respect for diversity**

Respects and promotes individual and cultural differences.  
Encourages diversity and inclusion wherever possible.

**Integrity & transparency**

Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

**Professionalism**

Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Teamwork**

Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

**Delivering results**

Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

**Managing and sharing knowledge**

Continuously seeks to learn, share knowledge and innovate.

**Accountability**

Takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

**Communication**

Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

**Required Qualifications:****Education & Experience:**

- High School Degree/Certificate in Economics, Social Sciences, Statistics, Information Management, or any related studies with **four (4) years** of work-related experience; or Bachelors/Equivalent/Higher degree in the above fields with **two (2) years** of work-related experience.
- Experience in conducting surveys and assessments;
- Experience in research;
- Experience in data collection;
- Familiarity with mobile data collection technologies and GPS an advantage;
- Experience working with government counterparts, International Organizations, UN agencies and/or non-governmental organizations (NGO) and practical field experience, as an advantage;
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, UN organisations and non-governmental organizations;

- Experience with Microsoft Office products; especially Outlook, Word, Excel and PowerPoint, internet.

**Languages:**

Fluency in Arabic and French;  
Knowledge of English is an advantage.

**Posting period:**

From **28.01.2019** to **10.02.2019**