



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

VACANCY NOTICE

IOM TUNISIA: VATN/2019-008

National Project Officer (DTM)

The UN agency for Migration – IOM Tunisia is looking for a **National Project Officer (DTM)** 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 **13th of February 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title:	National Project Officer (DTM)
Duty Station:	Tunis, Tunisia
Classification:	NOA
Type of Appointment:	One Year Fixed Term contract
Estimated Start Date:	ASAP, February 2019
Reference Code:	VATN/2019-008

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 neighbouring countries, the IOM Country Office in Tunisia will carry forward the Migrants’ presence mobility tracking exercise.

Under general guidance of the Chief of Mission (CoM), and direct supervision of the Senior Project Manager, the incumbent will assume the functions and the following responsibilities:

Core Functions / Responsibilities:

1. Lead and provide strategic support for the timely implementation of data collection and reporting activities as detailed in the strategy and project proposal. Draft work plan and

operational guidelines for field enumerators;

2. Supervise field enumerators and ensure that they implement the activities and the methodology according to the strategy;
3. Oversee the identification and selection of key informants, and draft guidelines for information gathering, including timelines and mode of communication and transmission of information;
4. Understand the division of the area of responsibility into neighbourhoods and administrative areas, to be able to collect data accordingly;
5. Design ODK/KOBO system for data collection and perform data quality control;
6. Consolidate data received from field enumerators, i.e. form the different areas of intervention, ensure data is cleaned and stored, and perform analysis and tabulations;
7. Prepare routine reports and other information products as needed;
8. Identify resources and needs to ensure implementation of project activities;
9. Participate in information management and other migration data related meeting and working groups, as per mission needs;
10. Prepare material, working papers and tables for monthly reports;
11. Advise and keep IOM abreast of evolving migrants and returnee movements, trends and dynamics;
12. Report to direct supervisor on implementation status, including the progress, irregularities and shortfalls;
13. 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.

Leadership

Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision. Assists others to realize and develop their potential.

Empowering others & building trust

Creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Strategic thinking & vision

Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Required Qualifications:

Education & Experience:

- Master's degree in in Economics, Social Sciences, Statistics, Information Management, or any related studies;
- Or Bachelor's degree in the above fields with two (2) years' work-related experience;
- In depth knowledge of migration and specifically migration data and terminology;
- Experience in the development and implementation of the Displacement Tracking Matrix (DTM) or similar assessment and information management activities required;
- Proven experience in research including data analysis and reporting;
- Experience in project management and implementation;

- Experience in training data collectors who work on-site;
- Experience of capacity building is an advantage, and the ability to transfer skills and knowledge to improve data collection and processes is a must;
- Experience in working with government counterparts, International organizations including UN organizations and/or non-governmental organizations (NGO) is an asset;
- Experience in writing technical requirements documents, translating/planning specifications to technical briefs for data capture/analysis and compiling diverse datasets;
- Flexibility to perform and deliver in difficult and rapidly changing situations;
- Experience in the development and implementation of population database is a distinct advantage.

Languages:

Fluency in Arabic, English and French;

Posting period:

From **31.01.2019** to **13.02.2019**