



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

SPECIAL VACANCY NOTICE

IOM TUNISIA: VATN/2019-012

Project Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Project Assistant** (NOAH) 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 **20th of February 2019**; 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:	G6
Type of Appointment:	One Year Fixed Term contract
Estimated Start Date:	ASAP
Reference Code:	VATN/2019-012

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.

IOM Tunisia has since 2013 been part of a regional project called “Addressing irregular migration flows and upholding human rights of migrants along the north-eastern African migration route and North Africa -NOAH VI”. The project supports governments in their efforts to manage migration in a sustainable and humane manner, including through enhancing the skills and knowledge of national actors to protect vulnerable migrants, particularly children, to device migration policy, and through technical assistance to improve structures that enhance the protection of vulnerable migrants.

Under the overall supervision of the IOM Tunisia Chief of Mission and the direct supervision of the Migrant Protection and Assistance Project Manager, the successful candidate will support with the planning, implementation, monitoring and reporting of the NOAH -project and contribute to the implementation of similar activities under other projects implemented by

IOM Tunisia.

Core Functions / Responsibilities:

The successful candidate will be called to :

1. Support with the implementation of the “Addressing irregular migration flows and upholding human rights of migrants along the north-eastern African migration route and North Africa” -project, including its administrative and technical aspects, in compliance with IOM policies and standards, as well as donor requirements;
2. Support the planning and implementation of capacity building activities such as workshops, trainings, technical assistance, and study tours for relevant Government and non-governmental partners to reinforce support their efforts in the migrant protection and migration governance thematic areas;
3. Support the timely coordination of the financial aspects of the project, including contracts with service providers, procurement of required items and ensuring the timely payment to all suppliers;
4. Implement and monitor the communication and feedback mechanisms between the project, its partners and beneficiaries in the context of project activities;
5. Support with maintaining partnerships between IOM Tunisia and relevant Government entities, other UN agencies and civil society partners to ensure the successful planning and implementation of the project;
6. Support with developing and maintaining of project work plans to ensure timely implementation of project activities and achievement of project results;
7. Support with the drafting of monthly, interim and final reports on project activities, in line with donor requirements and IOM standards and procedures, hence contributing to timely submission of such reports;
8. Support with the production of regular briefings, summaries, press releases, visibility materials and other relevant information materials on project activities, when required;
9. Provide back-up support to the implementation of similar activities under other IOM Tunisia projects targeting government and NGO partners, when needed;
10. Perform such other duties as maybe assigned.

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:**

- Bachelors' degree in Management, Political, Law, Social Sciences, or a related field from an accredited academic institution with four (4) years of relevant professional experience or;
- High school degree / Certificate in the above fields with six (6) years of relevant professional experience;
- Experience in the field of migration governance and / or migrant protection and assistance;
- Experience with working with governmental authorities, UN agencies or non-governmental organizations;
- Experience in the planning, coordination and monitoring of capacity building activities targeting public authorities will be considered a distinct advantage;
- Knowledge of Tunisia and regional issues in the thematic area of migration;
- Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access;
- Must be a national of Tunisia.

Languages:

Fluency in French and Arabic (written and spoken) is required;
Good knowledge of English.

Posting period:

From **07.02.2019** to **20.02.2019**