Open to Internal and External Candidates

Position Title: CS Senior Project Assistant
Duty Station: IOM Libya in Tunis, Tunisia
Classification: General Service Staff, Grade G6
Type of Appointment: Nine months, with the possibility of extension
Estimated Start Date: As soon as possible
Closing Date: August 27th, 2020

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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 is committed to a diverse and inclusive work environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Program Manager and the direct supervision of the Grants Officer, the incumbent will be responsible for program and administrative support to project preparation, implementation, and documentation. In particular the incumbent will be responsible for the following tasks:

**Core Functions / Responsibilities:**

1. Monitor activity implementation in the field locations and ensure all monitoring documentation (reports and photos/videos) are received and filed, while monitoring for consistency with IOM Libya’s strategic objectives and participatory community-based approaches.
2. Draft social media items with photos and organize video editing of footage received from the field and liaise with the M&E officer and Public Information officer for publication.
3. Guide and provide technical and administrative support to field-based project staff in planning, implementing, monitoring and documenting activities (such as tracking
delivery challenges, lessons learnt and best practices), and make recommendations for further capacity development.

4. Monitor work of implementing partners and report any non-compliance to the supervisor.

5. Track all relevant supporting documents from the field offices for CS activities and coordinate with the Procurement and Logistics Unit in accordance with IOM rules and regulations.

6. Coordinate with the Finance Unit and track payments for CS activities.

7. Coordinate with Project Officers to ensure appropriate documentation for payments to vendors and CSOs in accordance with IOM rules and regulations.

8. Monitor the day-to-day implementation of project field activities including compliance with the workplan, project documents, and IOM rules, regulations, policies and guidelines.

9. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.

10. Monitor budget implementation and propose adjustments as necessary.

11. Develop and maintain proper filing systems of all documents pertaining to the CS program.

12. In close coordination with the M&E officer, assist in the preparation of factsheets, press releases and other visibility materials that highlight project successes for wider internal and external audiences.

13. Work closely with the Monitoring and Evaluation (M&E) unit to implement sound monitoring and evaluation mechanisms in all areas of planning and intervention for CS programming.

14. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.

15. Provide informal translations of documents, field calls and data from and for the CS team into English and Arabic as necessary and as requested.

16. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education
- Bachelor’s Degree in social sciences, Administration, Project management or a related field from an accredited academic institution with at least four years of relevant professional experience; or,
• Completed High School degree from an accredited academic institution, with six years of relevant professional experience;

Experience

• Experience in working with migration related issues;
• Work experience from an international organization is an advantage.
• Previous experience in an international, humanitarian/development organization and/or in capacity building initiatives is an advantage;
• Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds and respect for diversity and gender equality;
• Experience preferably in an international organization. Experience with IOM or another international organization a plus; or master’s degree in the above field is an advantage;
• Ability to pay close attention to details and work with minimal supervision
• Ability to work under pressure and meet deadlines
• Ability to work effectively and harmoniously with a team of colleagues
• Effective organizational skills and ability to establish priorities and plans, ability to work under pressure and cope with deadlines;
• Sound knowledge of financial and administrative management and effective resource management skills;
• Good written and spoken communication skills, good interpersonal skills, ability to work in a multi-cultural environment;
• Experience using MS Office applications.

Languages

Fluency in English and Arabic is required.

**Required Competencies**

Values: all IOM staff members must abide by and demonstrate these three values:

• Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. consistent
• Integrity and transparency: maintain 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.

Core Competencies – behavioural indicators *level 1*

• 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.
**Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**How to apply:**

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by 27 August 2020 at the latest, mentioning the job title in the subject line along with this vacancy notice code SVN.LY20.2020.012. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

**Posting period:**
From 13.08.2020 To 27.08.2020