VACANCY NOTICE
IOM TUNISIA: VATN2020-010
Project Assistant (Counter Trafficking)
Extension

The UN agency for Migration – IOM Tunisia is looking for a Project Assistant (Counter Trafficking) according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHForm, CVs and cover letter specifying the motivation for applications to Tunisirecruitment@iom.int no later than 23rd August 2020; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title: Project Assistant (Counter Trafficking)
Duty Station: Tunis, Tunisia
Classification: G5
Type of Appointment: Special Short Term contract;
Estimated Start Date: ASAP
Reference Code: VATN2020-010

Organizational Context and Scope:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 IOM Tunisia Chief of Mission and the direct supervision of the National Officer, the successful candidate will support with the implementation, monitoring and reporting of Counter Trafficking activities, including activities aimed at building the capacity of national actors to counter the crime and to protect its victims.

Core Functions / Responsibilities:

In particular he/she will:

1. Support with the implementation of a US Government funded counter-trafficking project, including its administrative, and technical aspects, in compliance with IOM policies and standards, as well as donor requirements.
2. Provide direct assistance to victims of trafficking, including through conducting of screening interviews, beneficiary counselling, and their referral for different direct assistance services as may be required, in close coordination with the National Commission to Combat Trafficking in persons and other project partners.

3. Support with the case management for Victims of Trafficking detected by IOM and with their referral to National Commission to Combat Trafficking in Persons for formal identification.

4. Support with maintaining and updating IOM database on victims of trafficking, including through ensuring that all assistance to beneficiaries is recorded on the IOM Migrant Management & Operational System (MiMosa).

5. Support with maintaining partnerships between IOM Tunisia and relevant Government entities, other UN agencies and civil society partners to strengthen the referral networks and pathways for Victims of Trafficking in Tunisia. Support with the implementation of workshops, trainings and the provision of technical assistance to Government and non-government partners to reinforce their knowledge in the counter-trafficking thematic area.

6. Organise key events and meetings relevant to the thematic area, such as the technical meetings, project steering committee meetings, counter-trafficking summers schools etc.

7. Contribute to maintaining counter trafficking work plans to facilitate timely implementation and achievements of programme activities and results.

8. Draft monthly, interim reports, particularly in what comes to capacity building on counter trafficking and assistance to victims of trafficking, in line with donor requirements and IOM standards and procedures, hence contributing to timely submission in line with donor requirements.

9. Support with the production of regular briefings, summaries, press releases, visibility materials and other relevant information materials on project activities, when required.

10. Perform such other duties as maybe assigned.
**Required Competencies:**

The incumbent is expected to demonstrate the following values and 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.
- **Integrity and 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.

**Inclusion & respect for diversity**

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

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

**Integrity & transparency**

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

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization’s resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one’s position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

**Professionalism**

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

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in
stressful situations.

• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies

• **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.

Teamwork

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

• Establishes strong relationships with colleagues and partners; relates well to people at all levels.
• Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
• Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
• Coordinates own work with that of the team to meet agreed priorities and deadlines.

Delivering results

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

• Produces quality results and provides quality services to clients.
• Meets goals and timelines for delivery of products or services.
• Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
• Shows understanding of own role and responsibilities in relation to expected results.

Managing and sharing knowledge

Continuously seeks to learn, share knowledge and innovate.

• Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
• Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
• Puts new learning into practice and draws on diverse sources of ideas and inspiration.
• Contributes to the identification of improvements to work processes and assists in implementing them.

**Accountability**

Takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
• Accepts personal responsibility for quality and timeliness of work.
• Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
• Operates in compliance with organizational regulations and rules.
• Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

**Communication**

Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.
• Presents information using language and sequence of ideas that is easy for recipients to understand.
• Adapts communication to the recipient’s needs, asks questions to clarify, and exhibits interest in having two-way communication.
• Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
• Listens carefully and genuinely to the views and positions of others; acts on received information.

**Required Qualifications:**

**Education & Experience:**

• Bachelors’ degree in Social Sciences, Social Work or a related field from an accredited academic institution with three years of relevant professional experience or High school Degree in the above fields with five years of relevant professional experience.

• Experience in the field of assistance to victims of trafficking and /or humanitarian activities targeting vulnerable individuals;

• Experience with governmental authorities, NGOs, and /or other national/international institutions;

• Experience in working with non-governmental entities, UN agencies or nongovernmental organizations.
• Knowledge of Tunisia and regional issues in the thematic area of migration or counter-trafficking is a distinct advantage.

• Previous experience in international organization in an advantage.

• 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 is desirable.

Posting period:

From 12/08/2020 to 23/08/2020