VACANCY NOTICE
IOM TUNISIA: VATN2020-012
Project Assistant (Migrant Protection and Reintegration)- Zarzis Extension

The UN agency for Migration – IOM Tunisia is looking for a Project Assistant (Migrant Protection and Reintegration) 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 (Migrant Protection and Reintegration)
Duty Station: Zarzis, Tunisia
Classification: G5
Type of Appointment: Special Short Term contract;
Estimated Start Date: ASAP
Reference Code: VATN2020-012

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.

IOM Tunisia works to improve access of migrants in Tunisia to protection and assistance. This includes working with the Tunisian authorities to provide assistance to migrants rescued at sea, and provision of Assisted Voluntary Return of stranded migrants from Tunisia to countries of origin while enhance the sustainability of their reintegration through an integrated approach addressing economic, social, and psychosocial dimensions.

Under the overall supervision of the IOM Tunisia Chief of Mission and the Project Manager, the direct supervision of the IOM Zarzis Head of Sub-Office and in close coordination with colleagues at the IOM Regional Office in Cairo, the successful candidate will support the implementation of Assisted Voluntary Returns from Tunisia to countries of origin, and the provision of protection and assistance to migrants assisted by IOM.
Core Functions / Responsibilities:

In particular he/she will:

1. Support the implementation of the Assisted Voluntary Return and Reintegration (AVRR) component of ongoing programming, including its financial, administrative, and technical aspects, in compliance with IOM policies and standards, as well as donor requirements.
2. Participate in the development and maintain AVRR work plans, including coordinating availability of airport assistance upon departure to facilitate the smooth departure of stranded migrants to countries of origin.
3. Support with the coordination and provision of pre-departure arrangements and pre-departure assistance to migrants returning from Tunisia to countries of origin.
4. Liaise with IOM missions in countries of origin to coordinate for return clearances and availability of operational assistance in countries of transit and origin as may be required.
5. Review and approve reintegration assistance plans of migrants returning from Tunisia to countries of origin with IOM assistance, ensuring compliance with IOM financial rules and regulations.
6. Monitor the effective provision of reintegration assistance in countries of origin under IOM Tunisia managed projects to be conducted by IOM missions in countries of origin as required.
7. Support with the provision of emergency assistance on a need’s basis, including in the context of rescue at sea operations.
8. Support with the provision of other assistance to vulnerable migrants, including those accommodated at shelters managed by IOM Tunisia partners in the region.
9. Ensure all assistance to beneficiaries is recorded on the IOM Migrant Management & Operational System (MiMosa), including to track the status of the provision of reintegration assistance under IOM Tunisia projects and follow-up with IOM missions in countries of origin as required.
10. Provide inputs concerning activities relating to AVRR from Tunisia to countries of origin to the monthly and interim reports, hence contributing to timely submission of IOM Tunisia inputs to the project management site at IOM Regional Office in Cairo.
12. Ensure discretion and confidentiality regarding the personal data of beneficiaries, in line with IOM Data Protection Principles.
13. Perform such other duties as may be 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 Development, Management, Political, Law, Social Sciences, or a related field from an accredited academic institution with three years of relevant professional experience or
  High school degree/certificate in the above fields with five years of relevant professional experience
• Experience in the field of Assisted Voluntary Return and Reintegration (AVRR) or Humanitarian Repatriation (HRAP) of stranded migrants to countries of origin.
• Experience in working with international or non-governmental organizations.
• Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access.
• Knowledge regional issues in the thematic area of migration is a distinct advantage.
• Previous experience in international organization in an advantage.
Must be a national of Tunisia.

- Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access.

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

Posting period: