



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

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## VACANCY NOTICE

### IOM TUNISIA: VATN/2019-002

#### Project Assistant

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 [Tunisrecruitment@iom.int](mailto:Tunisrecruitment@iom.int) no later than **18<sup>th</sup> January 2019**; 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:** One Year Fixed Term Contract  
**Estimated Start Date:** ASAP  
**Reference Code:** VATN/2019-002

#### **Organizational Context and Scope:**

Established in 1951, the UN agency for Migration – 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 Counter Trafficking Senior Project Assistant, the successful candidate will support with the planning, 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:**

The successful candidate will be asked to :

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 counsellor, 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;
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. Support with the organising of 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 ensure timely implementation and achievements of programme activities and results;
8. Support with the drafting of 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:**

**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.

**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;
- Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access;
- 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;
- Must be a national of Tunisia.

**Languages:**

Fluency in French and Arabic (written and spoken) is required;

Good knowledge of English.

**Posting period:**

From **04.01.2019** to **18.01.2019**