



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

VACANCY NOTICE

IOM TUNISIA: VATN/2019-004

National Project Officer (EU-IOM Joint Initiative)

The UN agency for Migration – IOM Tunisia is looking for a **National Project Officer** 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 no later than **18th January 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title: National Project Officer
Duty Station: Tunis, Tunisia
Classification: NOA
Type of Appointment: One Year Fixed Term Contract
Estimated Start Date: ASAP
Reference Code: VATN/2019-004

Organizational Context and Scope:

The EU-IOM Joint Initiative for Migrant Protection and Reintegration in North Africa – project focuses on 5 priority countries, namely Algeria, Egypt, Libya, Morocco, and Tunisia. The project aims to improve protection and enable the voluntary return of stranded migrants and migrants in transit in North Africa; to support targeted countries to enhance the sustainability of reintegration through an integrated approach addressing economic, social, and psychosocial dimensions, and to increase the capacities of North African countries and relevant stakeholders to develop or strengthen return and reintegration policies and processes, including identification and referral.

Under the overall supervision of the IOM Tunisia Chief of Mission and the Project Manager, and in close coordination with colleagues at the IOM Regional Office in Cairo, the successful candidate will be responsible for the coordination of the planning, implementation, monitoring and reporting of the EU-IOM Joint Initiative project in Tunisia.

Core Functions / Responsibilities:

The successful candidate will be asked to :

1. Support with the overall planning and implementation of the project in Tunisia, including its financial, administrative, and technical aspects, in compliance with IOM policies and standards, as well as donor requirements;
2. Contribute to development and maintenance of: work plans, implementation strategies, M & E and expenditure plans to ensure timely implementation and achievements of programme activities and results;
3. Oversee the work of IOM Tunisia staff providing assistance to Tunisian nationals returning to Tunisia to ensure delivery of project outputs, providing guidance and advise as may be required;
4. Develop and coordinate the implementation of mapping surveys, assessments and other studies related to reintegration thematic area at national and state level in line with the nationalization of SoPs;
5. Contribute to establishing and maintaining partnerships with federal and state government, NGOs and international agencies nationally and in specific areas of return through thematic working groups, mapping exercises and information exchange between the partners involved in supporting returnees;
6. Lead the process of operationalisation of the Standard Operating Procedures set out for the project, in close coordination with the Project Officer;
7. Coordinate capacity building activities such as workshops, training, technical assistance, and study tours for relevant Government and non-government partners to reinforce knowledge in the reintegration thematic area;
8. Plan and organize key events and coordination meetings under the project, such as the technical meetings, the project steering committee meetings, etc;
9. Develop and oversee the communication and feedback mechanisms between the project and the returnees and their communities;
10. Provide inputs concerning activities relating to reintegration assistance to returnees as well as direct assistance to other vulnerable migrants in Tunisia, 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;
11. Coordinate for the financial aspects of assistance to returnees and vulnerable migrants, including contracts with service providers, procurement of required items and ensuring the timely payment to all suppliers and timely assistance to project beneficiaries;
12. Contribute to the development and improvement of country (Tunisia) specific tools to be used in Joint Initiative programme activities, in line with IOM procedures;

13. Support with the implementation and monitoring of direct assistance provided to vulnerable migrants in Tunisia, including but not limited to victims of trafficking and migrants rescued at sea;
14. Support in providing regular briefings, summaries, press releases, visibility activities and other relevant information materials on the project, when required;
15. Represent IOM at relevant seminars and meetings as well as other events, undertaking duty travel as required;
16. Perform such other duties as may be 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:**

- Master's degree in Development, Management, Political or Social Sciences or a related field from an accredited academic institution, or Bachelor degree in the above fields with two years of relevant professional experience;
- Experience with and a thorough understanding of issues pertaining to trafficking in Persons;
- Experience with direct assistance to and referral of victims of trafficking;
- Experience in coordinating with, government and non-government entities implicated in the fight against trafficking in persons;
- Experience in public speaking and in acting as trainer at trainings targeting governmental or non-governmental counterparts;
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, UN agencies and nongovernmental organizations;
- Experience in drafting papers, briefings and communications material;
- Experience with proposal and report drafting;
- Experience with financial and administrative aspects of project management;
- Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access;
- Experience with project monitoring and evaluation;
- Knowledge of Tunisia and regional issues in the thematic area is a distinct advantage;
- Previous experience in international organization in an advantage;
- Must be a national of Tunisia.

Languages:

Fluency in French and English (written and spoken).

Good knowledge of Arabic.

Posting period:

From **03.01.2019** to **18.01.2019**