



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

VACANCY NOTICE
IOM TUNISIA: VATN/2019-015
Project Assistant – MOBITRE
Extension 18 June 2019

The UN agency for Migration – IOM Tunisia is looking for a **Project Assistant – MOBITRE** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHF/CVs and cover letter specifying the motivation for applications to Tunisrecruitment@iom.int no later than the **18th of June 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Position Title: Project Assistant - MOBITRE
Duty Station: Tunis, Tunisia
Classification: G5
Type of Appointment: One Year Fixed Term, with possibility of renewal
Estimated Start Date: April 2019
Reference Code: VATN/2019-015

Organizational Context and Scope:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN organization 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.

Under the overall guidance of the Chief of Mission (CoM), and direct supervision of the project manager for the relevant operational unit within IOM Tunisia, the project assistant will support MOBI-TRE Project Manager in the implementation of MOBI-TRE activities, reporting and procurement.

Core Functions / Responsibilities:

The successful candidate will be called to :

1. Organize information sessions during the call for proposal;
2. Assist in the coordination with public and private institutions to plan and implement

training sessions and coaching activities;

3. Coordinate steering committee and technical committee meetings and their follow up actions;
4. Fulfill internal procurement and other administrative formalities including the draft/printing/sending of official letters and other relevant documents in order to provide support to MOBI-TRE Project activities;
5. Coordinate with different departments in matters related to the project (admin/finance, logistics, IT... etc.) as required;
6. Support reporting activities on the work being accomplished in the framework of the MOBI-TRE project in Tunis;
7. Maintain and ensure the confidentiality and integrity of all related information on the MOBI-TRE Project, especially data regarding applicants and selected beneficiaries of MOBI-TRE;
8. Assist in the recruitment and monitoring of service provider to ensure quality control and the respect of deadlines;
9. Monitor project progress and pro-actively suggest tracking and reporting tools;
10. Research, compile and present information on entrepreneurship programs in Tunisia and all news regarding entrepreneurship in Tunisia;
11. 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.

Required Qualifications:**Education & Experience:**

- Bachelors or Equivalent or Higher degree in Business Management, Tourism Client Services, from an accredited academic institution and three (3) years of relevant professional experience; or a High School Degree/Certificate in the above fields with five (5) years of relevant professional experience;
- Experience and interest in entrepreneurship and international cooperation;
- Communicates effectively with all kinds of profiles and anticipates stakeholders needs;
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, nongovernmental organizations as well as the private sector;
- Delivers on set objectives in high–pressure situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives;
- Experience with Microsoft Office products, especially Outlook, Word, Excel and PowerPoint.

Languages:

Fluency in French and Arabic;

A good command of English would be a plus.

Posting period:

From **12.06.2019** to **18.06.2019**