



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

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## VACANCY NOTICE

### IOM TUNISIA: VATN/2019-025

### National Project officer- Job Placement

The UN agency for Migration – IOM Tunisia is looking for a **National Project officer - Job Placement** 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](mailto:Tunisrecruitment@iom.int) no later than the **13<sup>th</sup> of June 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

<b>Position Title:</b>	National Project officer- Job Placement
<b>Duty Station:</b>	Tunis, Tunisia
<b>Classification:</b>	NOA
<b>Type of Appointment:</b>	One Year Fixed Term, with possibility of renewal
<b>Estimated Start Date:</b>	June 2019
<b>Reference Code:</b>	VATN/2019-025

#### 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. IOM will implement different projects on job placement in Tunisia in cooperation with several CSOs already involved in assistance and protection of vulnerable youth, women/single mothers, and persons with disability. It will do so with the aim of promoting and facilitating job matching through placement and training services in the private sector.

Under the overall guidance of the Chief of Mission, and the supervision of the Senior Project Manager RDPP-NA, the incumbent will contribute to the coordination of the planning, implementation, monitoring and reporting of activities in the area of two projects, S/he will report to:

Under direct supervision of National Project Officer Incorpora and CM Belgium, the incumbent will support the implementation of Incorpora; and in close coordination with the National Program Officer RDPP NA, the incumbent will support the implementation of job placement activities for RDPP NA in Tunisia.

### **Core Functions / Responsibilities:**

In particular, the incumbent will:

1. Coordinate and monitor NGOs committed in “labor market integration”,
2. Provide input to the development of the annual strategic plan of the group of NGOs to enhance labour market participation of jobseekers,
3. Train and assist the NGOs to develop and implement a private sector outreach strategy, and ensure regular liaison between the NGOs and private sector,
4. Prospect potential employers, mostly among SMEs, with immediate recruitment needs and interested in recruitment,
5. Train and monitor training for NGO focal points on job research techniques and job matching events,
6. Organize meetings, including formulating narrative progress reports,
7. Contribute to the creation of sustainable collaboration between NGOs and enterprises,
8. Evaluate and ensure the group of NGO’s compliance with the goals of the projects,
9. Conduct prospecting visits made by the NGOs and the results of such visits,
10. Support, in coordination with the NGO the promotion of the program among companies and business associations,
11. Encourage the establishment of cooperation agreements with companies, business associations and relevant stakeholders, in compliance with the annual strategic plan developed by the group of NGOs,
12. Participate in relevant seminars and meetings, as well as other events aimed at promoting IOM's image and activities, as required,
13. Undertake site visits and duty travel as required by the project implementation, liaison with counterparts, problem solving, and adaptation of activities to the different operational contexts as required,
14. Draft regular updates and other reports covering project activities,
15. 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 Human Resources, Economics, Management or a related field from an accredited academic institution, or bachelor's degree in the mentioned above with two years of relevant professional experience in the field of job matching/creation, retention and similar fields, with a demonstrated ability to manage complex portfolios considered an asset,
- Experience working abroad and passion to work with migrants,
- Experience in Labour Migration, Migration and Development,
- Experience working with CSOs,
- Knowledge/Experience in employment, entrepreneurship,
- Knowledge/Experience in monitoring and evaluation,
- Sound knowledge of financial and administrative skills,

- Proven ability to establish and maintain strong working relations with relevant Government counterparts, UN organisations and nongovernmental organizations,
- Experience with MS Office Pack, Internet.

**Languages:**

Fluency in Arabic, French and English.

**Posting period:**

From **30.05.2019** to **13.06.2019**