



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Programme Support Assistant**
Duty Station : **Tunis, Tunisia**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One-year Fixed Term**
Estimated Start Date : **As soon as possible**

Closing Date : **March 26, 2019**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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 is committed to a diverse and inclusive work environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide.

Context:

Under the overall supervision of the Operations Officer (Movement) and the direct supervision of the Reintegration and Outreach Officer, the incumbent will support with the administrative and financial tracking of the Voluntary Humanitarian Return (VHR) programme, in compliance with IOM established procedures to ensure the orderly and timely implementation of the programme, with the following duties and responsibilities:

Core Functions / Responsibilities:

1. Support the implementation of VHR Programme in a timely manner, collaborating constructively with the Program Manager in carrying out all its financial, administrative and technical aspects, in line with IOM's policies and procedures, as well as donor requirements.

2. Coordinate the timely implementation of the administrative programme activities, while organize and maintain project records and files.
3. Monitoring expenditures and preparing financial reports for the donor.
4. Provide financial status report to the programme manager as to the progress of the assigned projects identifying shortfalls in delivery and making recommendations for issues / challenges encountered.
5. Support the execution of reintegration project work plans as well as monitoring and evaluation plans. Analyse and work out strategies to improve and evolve project models; map and disseminate best practices for successful reintegration.
6. Maintain an updated record of VHR reintegration cases and files, ensuring the confidentiality of the data. Record keeping and maintenance of all reintegration vouchers and supporting documents, in accordance with IOM guidelines.
7. Provide regular feedback on work being accomplished to the Reintegration & Outreach Officer and keep supervisor immediately informed of any issues that arise.
8. Demonstrate an in-depth understanding of relevant Movement Operations SOPs and Movements-related systems and databases (including MiMOSA and PRISM), as well as the ability to remain professional, impartial and unbiased during all interactions with migrants and colleagues per the IOM Code of Conduct and instruction on the Prevention of Sexual Exploitation and Abuse (PSEA.)
9. Maintain and ensure the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert the management of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in business administration, Management, or a related field from an accredited academic institution with three years of relevant professional experience or
- High School degree with five years of relevant professional experience

Experience

- Prior Movement Operations or transportation experience a strong advantage; and,
- Strong computer skills - Word, Excel and Internet and experience with Accounting systems (e.g. PRISM) is an advantageous.

Languages

Fluency in **English** and **Arabic** is required.

Working knowledge of **French** and/or **Spanish** is advantageous

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

Core Competencies – behavioural indicators *level 1*

- 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.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by 26 March 2019 at the latest, mentioning the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 13.03.2019 To 26.03.2019