



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **SAR Project Assistant**
Duty Station : **Tunis, Tunisia**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term Graded**
Estimated Start Date : **As soon as possible**

Closing Date : **June 12, 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 direct supervision of the SAR Programme Officer, the Project Assistant will be responsible, for the following activities, according to the procedures and training provided by IOM.

Core Functions / Responsibilities:

1. Liaise with peers in relevant governmental, non-governmental entities (NGOs), international organizations as well as other relevant actors;
2. Assist in the planning and implementation of field missions and trainings (Travel Authorization, security clearance);
3. Monitor and provide update to the Programme Officer on progress and, where relevant, additional needs in relation to the project implementation and follow up activities;

4. Informally translate relevant documents from English to Arabic and vice versa, provide occasional translation services in meetings;
5. Provide overall administrative support, preparing purchase requests and requests for payment;
6. Work on the procurement processes, preparing contracts with vendors, soliciting quotes;
7. Develop project documents, forms and tracking tools;
8. Monitor the proper documentation and filing of the project administrative and financial documents as well as of data collection forms;
9. Coordinate with partners in the development and implementation of the capacity building activities for staff, beneficiaries, community structures members and government institutions staff related to community stabilization;
10. Follow up with implementing partners on financial tracking, information management and reporting;
11. Draft notes for files (NFFs) for trainings and meetings;
12. Undertake duty travel when necessary;
13. Any other duties that might be assigned.

Required Qualifications and Experience

Education

- University degree in public and business administration, human resources management or other related fields with minimum 3 years of relevant professional experience;
- High School degree with five years of relevant professional experience

Experience

- Work experience from an international organization is an advantage;
- Good writing, communication and negotiation skills;
- Personal commitment, efficiency, flexibility, drive for results; capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

Languages

Fluency in **English** and **Arabic** is required.
Working knowledge of **French** is advantage

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 12 June 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 29.05.2019 To 12.06.2019