



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Protection Assistant**  
Duty Station : **Tunis, Tunisia**  
Classification : **General Service, Grade G4**  
Type of Appointment : **Special Short Term for 6 months with the possibility of extension.**  
Estimated Start Date : **As soon as possible**  
Closing Date : **October 29<sup>th</sup>, 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.

### **Context:**

Under the overall supervision of the Protection Coordinator and in close coordination with other relevant staff within the Protection Unit (both in Tunis and Tripoli) and other units of IOM Libya in Tunis, the incumbent will provide administrative assistance to the planning, coordination, implementation, and monitoring of IOM Libya protection activities. The incumbent will be based in Tunis

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

1. Provide administrative support to the implementation of protection projects in a timely manner, collaborate constructively with the Protection Coordinator in carrying out all its financial, administrative and technical aspects, in line with IOM's policies and procedures, as well as donor requirements;
2. Serve as administrative assistant to the protection team; be the bridge between protection teams in Tunis and Tripoli and with the operational team and the finance/HR/procurement units;
3. Coordinate with Protection Assistant based in Tripoli to administratively process the procurement request forms, payment requests, invitation letters, travel requests of

- the colleagues within the protection team and follow-up accordingly with relevant support units in Tunis;
4. Organize Tunis based events, meetings and trainings with beneficiaries, civil society organizations, NGOs, embassies and all other relevant stakeholders to enable Protection activities are conducted and disseminate its results;
  5. Organize and maintain project records and files; compile, summarize and present information/data on specific project related topics;
  6. Provide status report to the Protection Coordinator and programme team as to the progress of the assigned projects identifying shortfalls in delivery and making recommendations for issues / challenges encountered;
  7. Provide administrative support to technical assessments, studies and researches as required;
  8. Provide assistance for the production of information and visibility material, including drafting of contents for brochures, web sites, newsletters, leaflets;
  9. Perform other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's degree in Communications, languages/translation, International Relations, Social Sciences, Development Studies, Business Administration or a related field from an accredited academic institution with two years of relevant professional experience or
- High School degree with four years of relevant professional experience;

### **Experience**

- Effective organizational skills and ability to establish priorities and plans, ability to work under pressure and cope with deadlines;
- Demonstrated problem solving attitude and skills;
- Good written and spoken communications skills, good interpersonal skills, ability to work in a multi-cultural environment;
- Excellent English drafting skills, experience in writing reports, briefings, and articles compulsory;
- Experience of preparation of budgets, financial reports and project reports for donors;
- Expertise in collaboration with international organizations, authorities and NGOs;
- Good level of computer literacy, and significant reporting and database experience required, preferably with Microsoft Access Office, with proven experience in Microsoft Access, Excel, Word processing and Power point;
- Professional experience in the field of migration and assistance to vulnerable populations with a Government or UN agency, or a regional or international organization desirable

### **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 [hredlibya@iom.int](mailto:hredlibya@iom.int), by 29 October 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 16.10.2019 To 29.10.2019