



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Health Project Assistant**  
Duty Station : **Tunis, Tunisia**  
Classification : **General Service, Grade G5**  
Type of Appointment : **OYFT**  
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 Deputy Chief of mission and the direct supervision of the Migration Health Program Manager, the successful candidate will be responsible for assisting on a wide-range of issues associated with organization and implementation of the project activities particularly the capacity building and coordination components

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

1. Support the Medical Officer to implement the project activities and monitoring the work of partner organizations and related civil society actors; this involves provision of overall administrative support, preparing purchase requests, payrolls, requests for payment;
2. Support the Medical Officer to liaise on a regular basis with the Government of Libya as necessary and other designated agencies and authorities in order to maintain strong and consultative relationships with relevant local, regional and national government officials and departments;
3. Support the coordination and communication with IOM partners from non-governmental organization and civil Society Organizations
4. Support in the implementation and general coordination of the project activities with the relevant government ministries in Libya;

5. Maintain project documentation and information, support the preparation of informal Arabic and English translations of documents as well as acting as an interpreter as requested by the Medical Officer;
6. Maintain confidentiality and the right to privacy with regard to confidential information;
7. Support the monitoring and evaluation of delivering services by IOM implementing partners from local NGOs and CSOs.
8. Support in monitoring status of the project, compile, summarize and prepare clear and concise reports of all activities undertaken;
9. Ensure that hardcopy and electronic information systems are maintained, particularly the important notes of all key monitoring, implementation and coordination activities;
10. Provide logistic support in the organization of project activities such as meeting, workshop, training or study tour; and Perform such other duties as may be assigned
11. Undertake any other duties within the incumbent's capabilities that might be assigned by the RMO and Procurement Officer.
12. Perform such other duties as may be assigned.

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

### **Education**

- Bachelor degree, preferably in a field related to social sciences/humanities, management, political science, medical sciences, public information/communications and/or law, with three years of relevant professional experience
- High School degree with five 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** is required.
- Working knowledge of French and Arabic is an 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 [hrrlibya@iom.int](mailto:hrrlibya@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