



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

SPECIAL VACANCY NOTICE

IOM TUNISIA: SVNTN2023-001

Project Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Project Assistant** G5 according to the terms of reference stipulated below. Please apply via [Success Factor](#) before **24/01/2023**.

Please note that only short-listed candidates will be contacted

Position Title:	Project Assistant
Duty Station:	Tunis, Tunisia
Classification:	G5
Type of Appointment:	Special Short Term Graded contract (06 months with the possibility of extension)
Estimated Start Date:	ASAP
Reference Code:	SVNTN2023-001

Organizational Context and Scope:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 Tunisia works closely with its governmental and non-governmental partners to provide assistance to vulnerable migrants in Tunisia, including Victims of Trafficking, migrants with Health needs and unaccompanied migrant children, and to identify a short, medium and long-term solutions for every migrant assisted. IOM also works closely with its institutional and non-governmental partners to provide emergency assistance to vulnerable migrants, including migrants rescued at sea.

Under the direct supervision of the Senior Programme Assistant, in close coordination with relevant colleagues in Tunis, and under the overall supervision of the Head of Mission, the candidate will support with the implementation and monitoring of protection activities in the framework of projects implemented by IOM Tunisia in the Greater Tunis region.

Core Functions / Responsibilities:

1. Assist in the planning and implementation of activities in IOM protection and outreach project portfolio, including financial, administrative, and technical aspects of related activities, in compliance with IOM policies and standards, as well as donor requirements.
2. Support with the strengthening and updating of referral pathways and mechanisms in the Greater Tunis region for migrants.
3. Support with organizing regular coordination meetings bringing together key partners operating in the field of migrant protection and assistance.
4. Support with the coordination of Best Interest Assessments for Unaccompanied and Separated Migrant Children, including administrative and logistics aspects relating to Best Interest Determination meetings.
5. Support with family assessment for Unaccompanied and Separated Migrant Children to determine sustainability of return, including liaising with various IOM missions in the country of origin and relevant teams in IOM Tunisia.
6. Support with the development and implementation of outreach activities targeting migrants in Tunisia, including cultural, educational, social and psychosocial activities, among others.
7. Support with the drafting of monthly, interim reports, in line with donor requirements and IOM standards and procedures, hence contributing to timely submission in line with donor requirements;
8. Prepare regular briefings, summaries, press releases, visibility materials and other relevant information materials on project activities, when required.
9. Perform such other duties as may be assigned.

Required Competencies:

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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.

Required Qualifications:**Education & Experience:****Education**

- Bachelors' degree in Social Sciences, Health, Psychology or a related field from an accredited academic institution with at least three (3) years of relevant professional experience or;
- High School degree in the above fields with five (5) years of relevant professional experience.

Experience

- Experience in the field of assistance to vulnerable individuals.
- Experience in working with international or non-governmental organizations.;
- Knowledge of computer applications, especially MS Word, Excel, Outlook and Access.
- Previous experience in working with vulnerable migrants in an advantage

Languages:

Fluency in French, Arabic (written and spoken) is required. Good Knowledge of English is advantageous

Other:

- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Vaccination against COVID-19 is required. This will be verified as part of the medical clearance process.

ADDITIONAL INFORMATION:

- Incomplete applications will not be considered. Applications received after the closing date will not be accepted.
- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- The list of accredited institutions can be found at <https://www.whed.net/home.php>

Posting period:

- **From 10/01/2023 To 24/01/2023.**