



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

SPECIAL VACANCY NOTICE

IOM TUNISIA: SVNTN2023-002

Senior Project Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Senior Project Assistant G6** according to the terms of reference stipulated below. Apply via [Success Factor](#) before **19/01/2023**.

Please note that only short-listed candidates will be contacted

Position Title:	Senior Project Assistant
Duty Station:	Tunis, Tunisia
Classification:	G6
Type of Appointment:	Special Short Term Graded contract (09 months with the possibility of extension)
Estimated Start Date:	ASAP
Reference Code:	SVNTN2023-002

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.

Under the overall supervision of the IOM Tunisia's Monitoring Evaluation and Research Officer, and the direct supervision of the National Project Officer, the successful candidate will be responsible for providing effective and efficient financial, administrative, and programmatic support to the youth at-risk of re-emigration project. The project, financed by the Government of Italy, aims to support, and accompany youth at risk of irregular migration, in particular those who have already tried to cross the border in an irregular way.

A full mechanism will be implemented which aims to strengthen national capacities to provide empowerment services to youth through technical support and tools, facilitating cross-sectoral coordination, establishing national networks and referral mechanisms, and provide trainings and conferences to exchange lessons learnt and good practices.

Core Functions / Responsibilities:

1. Provide specialized support in the planning and implementation of project activities, and coordination and monitoring of activities implemented in other projects with particular focus on youth empowerment, re-integration programmes, event organization, training delivery to public stakeholders, orientation, and services for youth at risk of irregular migration and other relevant activities.
2. Monitor the implementation of activities in line with agreed project documents, timelines, indicators, results, and other project requirements and propose adjustments as necessary.
3. Generate and analyze reports from SAP and participate in financial budget revisions, monitoring and reporting of the youth at-risk of re-emigration project, summarizing activities and expenses and analysing the variances of actual expenditures against budgets.
4. Coordinate logistical and administrative arrangements to support implementation of various project activities, such as meetings, workshops, or trainings.
5. Support the timely coordination of the financial aspects of the activities related to the project, including contracts with service providers, procurement of required items, processing of payments, submission of reports and all related documentation, and ensuring the timely payment to all suppliers.
6. Support liaison with national and international project counterparts as necessary, including private sector, civil society organizations, and relevant government authorities
7. Assist with the drafting of interim and final financial and narrative reports of the project, in line with donor requirements and IOM standards and procedures, hence contributing to timely submission of such reports, and liaise with IOM's Regional Office donor liaison as required.
8. Follow-up on documents (including purchase requests, purchase orders, payroll, requests for payments, vouchers, HR forms) and correspondence for the signature of the Project Manager and liaise with IOM staff as needed.
9. Create and maintain a proper documentation and systematic tracking and filing systems of administrative documents including the maintenance of the classification system (Hard/Soft copies) and databases of the relevant documents.
10. Support, including from planning and logistics perspective, organization of meetings, training sessions, workshops and events related to the project and support the coordination Migration and Development Unit activities and other IOM Departments as needed.
11. Support liaison with national and international project counterparts as necessary, including businesses and business associations, civil society organizations, and relevant government authorities.

12. Support with informal translations of project-related documents from English to French and vice versa
13. Assist in monitoring and backstopping ongoing activities.
14. Produce regular monitoring reports to be shared within IOM, and with relevant stakeholders such as donors.
15. Perform other related 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:

- High school degree preferably in finance and six years of relevant professional experience; or bachelor's or equivalent or Higher preferably in finance, or other similar domain from an accredited academic institution with four years of relevant professional experience

- Experience in financial management, accounting, budgeting.
- Experience in administration and technical assistance to executives an asset.
- Knowledge of SAP accounting system, generally accepted accounting principles and audit/review procedures is an asset.
- Experience in monitoring and evaluation, and in a community-based and/or small-grants programming will be an advantage. Strong experience working with government counterparts, UN agencies and/or non-governmental organizations.
- Prior work experience in an international organization and/or non-governmental organizations (NGO) is an advantage.

Skills

- Candidate should be highly motivated with dynamic personality and the ability to work under pressure to meet deadlines.
- Ability to draft correspondence and communicate effectively.
- High level of computer literacy (MS Office Word, Excel and Outlook); experience in handling web-based management system.
- Capacity to work effectively and harmoniously within people at different levels within and outside organization and with colleagues from varied cultures and professional backgrounds.
- Ability to analyze and interpret source information and data; capable of designing, reviewing, and revising business processes to achieve efficiency.
- Personal commitment, efficiency, flexibility, drives for results, creative thinking, organized, accurate.

Languages:

Fluency in French, Arabic, and English (written and spoken) is required.

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 05/01/2023 To 19/01/2023.**