



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

VACANCY NOTICE
IOM TUNISIA: VNTN2022-033
Senior Project Assistant (Counter-Trafficking)
EXTENSION

The UN agency for Migration – IOM Tunisia is looking for a **Senior Project Assistant (Counter-Trafficking)** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications via the access factor.

Position Title:	Senior Project Assistant (Counter-Trafficking)
Duty Station:	Tunis, Tunisia
Classification:	G6
Type of Appointment:	Special Short Term contract (6 months with possibility of extension)
Estimated Start Date:	ASAP
Reference Code:	VNTN2022-033

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 Chief of Mission and of the Project Manager and the direct supervision of the National Officer, the successful candidate will support with the implementation, monitoring and reporting of Counter Trafficking activities, including activities aimed at building the capacity of national actors to counter the crime and to protect its victims.

Core Functions / Responsibilities:

1. Contribute to the implementation of a US Government funded counter-trafficking project, including its administrative, and technical aspects, in compliance with IOM policies and standards, as well as donor requirements.
2. Provide direct assistance to victims of trafficking, including through conducting of screening interviews, beneficiary counselling, support to reintegration and their referral for different adequate assistance services as may be required, in close coordination with the National Commission to Combat Trafficking in persons and other project partners.

3. Support with the case management for Victims of Trafficking detected by IOM and with their referral to National Commission to Combat Trafficking in Persons for formal identification protection and assistance.
4. Support with maintaining and updating IOM database on victims of trafficking, including through ensuring that all assistance to beneficiaries is recorded on the IOM Migrant Management & Operational System (MiMosa).
5. Support with maintaining partnerships between IOM Tunisia and relevant Government entities, other UN agencies and civil society partners to strengthen the referral networks and pathways for Victims of Trafficking in Tunisia.
6. Support with the implementation of workshops, trainings, and the provision of technical assistance to Government and non-government partners to enhance their capacities in the counter-trafficking thematic area.
7. Organise key events and meetings relevant to the thematic area, such as the technical meetings, project steering committee meetings, etc.
8. Contribute to maintaining counter trafficking work plans to facilitate timely implementation and achievements of programme activities and results.
9. Draft monthly, interim reports, particularly in what comes to capacity building on counter trafficking and assistance to victims of trafficking, in line with donor requirements and IOM standards and procedures, hence contributing to timely submission in line with donor requirements.
10. Support with the production of regular briefings, summaries, press releases, visibility materials and other relevant information materials on project activities, when required.
11. Perform such other duties as maybe 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:** maintains 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

- **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.

Managerial Competencies

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Required Qualifications:

Education & Experience & skills:

- Bachelors or equivalent or higher degree in a relevant field such in Social Sciences, Social Work, Psychology, Human Rights or a related field from an accredited academic institution with four years of relevant professional experience or a High School Degree/Certificate in the above fields with six years of relevant professional experience.
- Experience in the field of assistance to victims of trafficking and / or humanitarian activities targeting vulnerable individuals.
- Experience with governmental authorities, the UN and / or other national/international institutions.
- Experience in working with non-governmental organizations.
- Knowledge of Tunisia and regional issues in the thematic area of migration or counter-trafficking is a distinct advantage.
- Good drafting skills and clear oral communication.
- Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access.

Languages:

Fluency in French and Arabic (written and spoken) is required. Working knowledge of English is desirable.

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 11 January 2023 to 25 January 2023