



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

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## VACANCY NOTICE

### IOM TUNISIA: VNTN2023-010

### Project Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Project Assistant G4** according to the terms of reference stipulated below. Apply via [SuccessFactor](#) before **17/03/2023**.

**Please note that only short-listed candidates will be contacted**

<b>Position Title:</b>	<b>Project Assistant</b>
<b>Duty Station:</b>	Zarzis, Tunisia
<b>Classification:</b>	G4
<b>Type of Appointment:</b>	One Year Fixed-Term (12 months) with possibility of extension
<b>Estimated Start Date:</b>	ASAP
<b>Reference Code:</b>	VNTN2023-010

#### **Organizational Context and Scope:**

Established in 1951, IOM is a Related Organization of the United Nations. Dedicated to promoting humane and orderly migration for the benefit of all, IOM provides services and advice to governments and migrants. As the leading UN organization in the field of migration, IOM works closely with its governmental, inter-governmental and non-governmental partners on capacity building and advocacy for policy and legislative practices to ensure the protection of migrants.

IOM Tunisia works closely with its governmental and non-governmental partners to provide assistance to vulnerable migrants in Tunisia and Tunisian returnees, 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 overall guidance of the Chief of mission, the Project Manager, and the direct supervision of the Head of Sub-Office in Zarzis and in close coordination with the IOM Protection Team, the “Project Assistant” will be responsible of supporting the smooth daily running of the ARISE communication campaign and the follow-up with the selected activities to be run through the ARISE influencers network the implementation of outreach activities and of the daily running of administrative activities within his/her intervention area.

**Core Functions / Responsibilities:**

1. Help in the community mobilization efforts for the Sub-Office on IOM's programming.
2. Support in maintaining regular coordination with communities of concern, local authorities, service providers and civil society organizations.
3. Identify and map opportunities to establish outreach activities with civil society actors to foster migrant inclusion and social cohesion;
4. Assist in creating and developing networks to be mobilized for IOM's activities aimed at migrant support and inclusion.
5. Assist in preparing internal reports on good practices, lessons learned, and challenges faced during outreach activities.
6. Assist in organizing and participate in events, meetings, with relevant community stakeholders with the aim to coordinate and promote community mobilization to support migrants.
7. Track and report on political, social, security economic and cultural developments that have an impact on IOM programming.
8. Assist in developing and administering questionnaires and other data collection tools to capture information for monitoring IOM programming and contribute to drafting information sheets.
9. Support to maintain the quality and accuracy of information collected by systematically verifying and correcting questionnaires at the end of each interview.
10. Ensure timely submission of data and proper archiving of forms as instructed by the program team.
11. Update databases for data collection and contribute to develop new ones as agreed with supervisor.

12. Extract and clean data in a timely and quality manner from IOM databases, including from Mimosa, in order to make them available for further analysis.
13. Perform any 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: 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** – 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**

- Bachelors/Equivalent or higher degree in Social Sciences, Statistics, Information Management, or any related studies with three (2) years of work-related experience, or
- High School Degree in the above fields with five (4) years of work-related experience.

**Experience**

- Experience in community outreach activities.
- Experience in project implementation and organization of community events and activities.
- Experience working with migrants and migrant communities.
- Experience in research, data collection and analysis in the area of social sciences and to inform research on vulnerable population.
- Experience working with local government counterparts, International Organizations, UN agencies and/or non-governmental organizations (NGO) at the local level.

**Skills**

- In depth knowledge of Microsoft Office products; especially Outlook, Word, Excel, PowerPoint, and Teams. Proficiency in excel is a distinctive advantage.
- Knowledge of key methods and tools for data collection and monitoring.

**Languages:**

Fluency in French and 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 03/03/2023 To 17/03/2023.**