



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

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## **VACANCY NOTICE**

### **IOM TUNISIA: VNTN2022-007**

### **Project Assistant -Border Management**

### **Extension**

The UN agency for Migration – IOM Tunisia is looking for a **Project Assistant Migrant Assistance and Border Management** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications including: [PHForm](#), [CVs](#) and [cover letter](#) specifying the motivation for applications to [Tunisrecruitment@iom.int](mailto:Tunisrecruitment@iom.int) no later than **01 May 2022**; indicating the following reference code in the subject: **VNTN2022-007- Project Assistant Migrant Assistance and Border Management**.

**Please note that only short-listed candidates will be contacted, and applications submitted without [PHForm](#) will not be considered.**

<b>Position Title:</b>	Project Assistant- Border Management
<b>Duty Station:</b>	Tunis, Tunisia
<b>Classification:</b>	G5
<b>Type of Appointment:</b>	OYFT (one year with possibility of extension)
<b>Estimated Start Date:</b>	ASAP
<b>Reference Code:</b>	VNTN2022-007

#### **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 Tunisia Ministry of Interior to enhance border governance, including document security and government efforts to search and rescue migrants at sea. This includes working with Tunisian authorities to identify and address needs within the limits of programming in place, including through trainings, assessments, provision of equipment where required, and other technical assistance.

Under the overall supervision of the IOM Tunisia Chief of Mission and the direct supervision of the Border Management Project Officer, the successful candidate will support with the implementation of the Immigration and Border Management (IBM) projects, especially activities related to provision of technical assistance in the form of equipment.

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

1. Support the planning and implementation of the IBM projects in Tunisia, especially the activities related to the provision of technical equipment for official authorities, in compliance with IOM policies and standards, as well as donor requirements.
2. Support with the liaison with the relevant authorities to identify suitable technical equipment responding to needs and related to the project objectives.
3. Search for the most suitable and effective equipment, in coordination with IBM colleagues at IOM Head Quarters, Regional Office in Cairo, and Manila, based on the needs identified.
4. Prepare the purchase requisitions for the identified equipment and follow through the entire process with the IOM Tunisia Procurement and logistics unit.
5. In coordination with the IOM Tunisia Procurement and logistics unit, organize the transportation and delivery of the equipment to the location designated by the authorities.
6. Draft all documents related to the equipment purchased under IBM projects including technical specifications, purchase requisitions and deed of donations.
7. Keep track of all material provided to the authorities and support the Project Manager with drafting donor reports in line with IOM standards and procedures, hence contributing to timely submission in line with donor requirements.
8. Participate in the follow up of the IBM projects activities, especially activities related to equipment provision and collecting of related inputs.
9. Support the preparation of travel mission, workshops, and meetings.
10. Contribute to the production of regular briefings, summaries, factsheet, press releases, presentations, and other relevant communication materials on project activities.
11. Ensure discretion and confidentiality regarding the project's information and data, in line with IOM Data Protection Principles.
12. Perform other related duties as may be assigned by the supervisor.

### **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.

### **Required Qualifications:**

#### **Education & Experience:**

- Bachelor's degree or equivalent in engineering, business administration, human resources, finance, accounting, or other similar domain from an accredited academic institution with three years of relevant professional experience.
- High School Degree/Certificate degree in the above fields with five years of relevant professional experience.
- Experience working with public authorities, private sector, and/or international organizations.
- Experience working in the Border Management or related field is an advantage.
- Strong skills in using Microsoft Office products; especially Outlook, Word, Excel and PowerPoint
- Strong organizational and planning skills;
- Excellent time management skills;
- Excellent verbal and written communication skills in Arabic and French; (English is an asset);
- Attention to details and problem-solving skills;
- Capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

#### **Languages:**

Fluency in French and Arabic (oral and written).

Good knowledge of English.

#### **Other:**

- Appointment will be subject to certification that the candidate is medically fit for

appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. 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 22/04/2022 to 01/05/2022.**