



IOM TUNISIA: VACANCY NOTICE

TN2023-009

Intern

The UN agency for Migration – IOM Tunisia is looking for a **Mobi-TRE and Transversal Assistant INTERN** according to the terms of reference stipulated below. Interested candidates are invited to send their CVs+Motivation letters through this email : RecruitmentTunis@iom.int before **20th of September 2023**.

Duty Station : Tunis, Tunisia
Position Title : Mobi-TRE and Transversal Assistant Intern
Classification : Internship
Type of Appointment : **3 months**
Estimated starting date : October 2023

Organizational Context and Scope:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN organization in the field of migration 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 guidance of the IOM Tunisia Chief of Mission and and the direct supervision of the MOBI TRE Project Manager and National Project Officer, working closely with teams and other relevant colleagues in the Mission and/or in Regional Offices, the Project assistant, based in Tunis, will provide necessary support in the implementation of program activities in Tunisia.

The Intern will undertake the following tasks:

Responsibilities and Accountabilities:

- Fulfill internal administrative formalities including and follow-up on documents (e.g. requests for payments, TDY documents, etc.) and correspondence for the signature of the Project Manager, and liaise with IOM staff as needed;
- Assist colleagues in the organization of events, workshops, coordination meetings with local partners, such as drafting invitations, coordinate schedules and follow up with other needed arrangements;

- Support with updating of partners' contacts and lists;
- Support in the drafting and lay-out of project-related communication material, including reports, briefing notes, graphic, articles and statistical summaries, etc.;
- Contribute to the smooth daily running of all administrative functions in a timely fashion, and in accordance with IOM's regulations and procedures;
- Support in creating and maintaining 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;
- Support in administrative tasks linked to the implementation of the project and of the activities of the mission;
- Translate project related documents, as needed (French, English, Arabic);
- Assist in creating and maintaining 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;
- Verify invoices, supporting documentation and ascertain that the equipment, supplies or services they refer to were duly received or provided before proceeding with payment request;
- Participating in the preparation of meetings and attending selected meetings, drafting minutes;
- Maintain and ensure the confidentiality and integrity of all related information on the project, especially data regarding applicants and selected beneficiaries of the project;
- Perform such other duties as may be assigned.

Desirable Qualifications, Experience and skills:

- University degree from an accredited academic institution, preferably in language civilization and/or communication and/or public relation.
- Demonstrated interest in working in international organizations;
- Sound knowledge of project implementation, financial and administrative management skills are an advantage;
- Familiarity with the region and the migration thematic is an asset;
- Computer literate with the ability to quickly learn new systems.
- Capacity to work effectively and harmoniously within people at different levels within and outside organization and with colleagues from varied cultures and professional backgrounds.
- 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
- Ability to analyse and interpret source information and data; capable of designing, reviewing and revising business processes to achieve efficiency.
- Strong organizational and planning skills;

- Excellent time management skills;
- 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:

- Full fluency in written and spoken Arabic, French and English.

Posting

- From 06/09/2023 to 20/09/2023