



## **IOM TUNISIA: VACANCY NOTICE**

### **TN2023-010**

#### **Intern**

The UN agency for Migration – IOM Tunisia is looking for a **Logistics 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](mailto:RecruitmentTunis@iom.int) before **19<sup>th</sup> of October 2023**.

Duty Station : Zarzis, Tunisia  
Position Title : Logistics Intern  
Classification : Internship  
Type of Appointment : **3 months**  
Estimated starting date : November 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.

Working under the overall direction of the Chief of Mission, and the direct supervision of head of sub office and with the coordination of the Head of Resources Management Unit, the intern will assist with the logistical and operational activities of the Mission.

The Intern will undertake the following tasks:

#### **Responsibilities and Accountabilities:**

- Assist with logistical needs in the Sub-office.
- Assist in ensuring the correct storage and rotation of stocks, as well as proper structural maintenance of the Storage in view of maintaining all stocks in good condition.
- Receive, review, and analyse Stock withdrawal forms for completeness and accuracy.
- Assist in Maintaining of the accurate stock & assets records and controls at all times.

- Assist in ensuring the archive of the Project related documents and financial documents

**Desirable Qualifications, Experience and skills:**

- Currently enrolled in the final academic year of a first university degree program or enrolled in a second university degree or recently graduated from an accredited academic institution
- Demonstrated interest in working in international organizations;
- Sound knowledge of logistics, supply chain management, procurement, or a related field.
- 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
- Strong organizational and planning skills;
- Excellent time management skills;
- Attention to details and problem-solving skills;

**Languages:**

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

**Posting**

- From 05/10/2023 to 19/10/2023