



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

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## **SPECIAL VACANCY NOTICE**

### **IOM TUNISIA: VNTN2022-006**

### **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: **VNTN2022-006- 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 fixed term with possibility of extension)
<b>Estimated Start Date:</b>	ASAP
<b>Reference Code:</b>	VNTN2022-006

#### **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 planning, implementation, monitoring, communication and reporting of IOM Tunisia projects in the area of Immigration and Border Management (IBM).

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

1. Support the planning and implementation of the IBM projects in Tunisia, including their financial, administrative, and technical aspects, in compliance with IOM policies and standards, as well as donor requirements.
2. Participate in the follow up of the IBM project work plans and activities by coordinating with colleagues and collecting inputs.
3. Provide administrative and operational support to IBM required for the purposes of the implementation of projects activities.
4. Draft interim and final reports of IBM project in line with IOM standards and procedures, hence contributing to timely submission in line with donor requirements.
5. Support with the organization of meetings, and support with related tasks, including minutes of the meetings, brief notes/notes for the file.
7. Support the preparation of travel related to study visits, trainings and workshops including logistics, administrative and budget.
8. Support the production of regular briefings, summaries, factsheet, press releases, presentations, and other relevant communication materials on IBM project activities.
9. Draft correspondence (letters, Notes Verbales, emails) and follow up on their dispatching to Government, partners, other IOM offices on time and effectively.
10. Assist in fulfilling internal procurement, and other administrative formalities in support to programmatic activities.
11. Support with maintaining the necessary information as well as any administrative and financial documents required for reporting and project related communication.
12. Ensure discretion and confidentiality regarding the project's information and data, in line with IOM Data Protection Principles.
13. Perform any other related duties as may be required.

### **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 or equivalent or Higher degree in Management, Political, Social Sciences, or a related field from an accredited academic institution with three years of relevant professional experience, or:
- High School Degree/Certificate degree in the above fields, and five years of relevant professional experience.
- Sound knowledge of administrative skills;
- Experience working with government counterparts, private sector, international organizations and/or non-governmental organizations (NGO) is an asset;
- 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 all three languages (Arabic, French, English);
- 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, Arabic (written and spoken) is required.

Good command 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. 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.**