



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

SPECIAL VACANCY NOTICE IOM TUNISIA: SVNTN2021-013 Project Assistant

The UN agency for Migration – IOM Tunisia is looking for **Project Assistant** 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 no later than **06th July 2021**; indicating the reference code **SVNTN2021-013 Project Assistant** in the subject.

Please note that only short-listed candidates will be contacted, and Applications submitted without PHForm will not be considered.

Position Title: Project Assistant
Duty Station: Tunis, Tunisia
Classification: G4 (UN salary scale can be found in this link https://www.un.org/Depts/OHRM/salaries_allowances/salaries/tunisia.htm)
Type of Appointment: Special Short Term contract;
Estimated Start Date: ASAP
Reference Code: SVNTN2021-013

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 Chief of Mission, and the direct supervision of the MOBI TRE Project Manager and National Project Officer and 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.

Core Functions / Responsibilities:

In particular he/she will:

1. Support the Project Manager and National Officer in the implementation and reporting of the project and liaise with the IOM counterparts and relevant focal points;

2. Support in the communication of the project via web site, social media and press release;
3. Draft public information documents, presentations, briefs, and reports on IOM activities and on entrepreneurship programs in Tunisia and all news and analysis on Entrepreneurship in Tunisia;
4. Support the organization of workshops, meetings and events (seminars and training) program and the preparation of their reports;
5. Identify, and contact program providers (trainers, consultants ...);
6. Assist in liaising with program partners, attending meetings and drafting meeting minutes for supervisors
7. Participate in the organization of meetings related to program implementation, monitoring and evaluation;
8. Provide logistical support for the organization of field missions, meetings, workshops (travel, accommodation, catering, preparation of communication materials ...);
9. Maintain relations with partner departments and agencies, relevant for the program as directed;
10. Support the timely coordination of the technical and financial aspects related to the project progress including contracts with service providers, procurement of required items, processing of payments, submission of reports and all related documentation, and follow-up on monitoring and reporting tools;
11. Maintain and ensure the confidentiality and integrity of all related information on the Project, especially data regarding applicants and selected candidates of the project;
12. Perform other tasks 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.

Teamwork

Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.

Delivering results

Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

Managing and sharing knowledge

Continuously seeks to learn, share knowledge and innovate.

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them.

Accountability

Takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours commitments to

others and to the Organization.

- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

Communication

Encourages and contributes to clear and open communication.

Explains complex matters in an informative, inspiring and motivational way.

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

Required Qualifications:

Education & Experience:

- Bachelors or equivalent or higher degree in a relevant field such as Social Work, Sociology, Psychology, Law, Human Rights and/or Politics with minimum 2 years professional experience or
- High School Degree/Certificate in the above fields with four years of relevant professional experience.
- Prior work experience in an international organization and/or non-governmental organizations (NGO) is a plus;
- High level of computer literacy (MS Office Word, Excel and Outlook); experience in handling web-based management system;
- Strong analytical thinking, organizational, and communication skills;
- Excellent writing, editing and reporting skills.
- Knowledge and experience and interest in Entrepreneurship and international cooperation is an advantage;
- Delivers on set objectives in high–pressure situations;
- Effectively coordinates actions with other implementing partners;
- Capacity to work effectively and harmoniously within people at different levels within and outside organization and with colleagues from varied cultures and professional backgrounds;
- Ability to communicate effectively with different stakeholders and to identify business needs;

- Proven ability to establish and maintain strong working relations with relevant Government counterparts such as local authorities, non-governmental organizations, the private sector as well as the community;
- Highly motivated with dynamic personality and the ability to work under pressure to meet deadlines
- Ability to effectively coordinate actions with implementing partners.

Languages:

Fluency in French, English and Arabic (written and spoken) is required.

Posting period:

From 22/06/2021 to 06/07/2021.