



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

IOM TUNISIA : SVNTN2021-28 Y-MED PROJECT ASSISTANT

The UN agency for Migration – IOM Tunisia is looking for a project assistant for Y-MED 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 **12th September 2021**; indicating the reference code in the subject.

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

Duty Station : Tunis, Tunisia
Position Title : Project assistant for Y-MED project
Classification : Staff
Grade : UG
Type of Appointment : Full time
Estimated starting date: ASAP

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.

Migration facilitates the circulation of knowledge and competences among enterprises and triggers innovation and internationalization processes. The Y-Med Project aims at facilitating job placement, in Italy of youth from Egypt, Morocco and Tunisia. The second phase of the Y-MED project aims at facilitating the training and job-placement of Tunisian youth through a traineeship and circular migration program to Italy. The project will be implemented in three steps: 1) Creation of a network of companies (in both public and private sectors) in Tunisia and Italy and identification of apprenticeships/internships opportunities in the two countries; 2) Provision of six-month internships in Italy, based on the profile of the selected beneficiaries; 3) Provision of five-month support to each beneficiary upon return to Tunisia for an on-the-job training, or a job placement or start-up business.

The incumbent will work under the direct supervision of the Head of Migration and Development Unit in IOM Tunisia, and in close coordination and under the technical guidance of the Project Unit of the IOM Country Office in Rome, Italy.

Duties and Responsibilities:

Core functions:

In coordination with IOM Italy, the Incumbent will have the following duties and responsibilities:

1. In order to identify the beneficiaries, develop a guide on selection criteria and assist in the research and analysis on relevant educational institutions in Tunisia in coordination with national partners in Tunisia.
2. Undertake the necessary research to identify relevant companies and organization in Tunisia with the aim to create apprenticeship/ internship agreements.
3. Assist in linking the internship vacancies to the beneficiaries depending on their educational profiles and follow-up on the administrative side/ execution – fine tuning of the internships provision of internships in Italy, based on the profiles of the selected beneficiaries.
4. Follow-up on the provision of support to each beneficiary upon return to Tunisia for an on-the-job training, a job placement or start-up business depending on their profile.
5. Liaise with Tunisian Ministries/ institutions, universities, academic institutions, technical institutes, and public and private sector companies in Tunisia.
6. Assist in the preparation of visits and meetings with relevant stakeholders within the project in Italy and Tunisia.
7. Prepare all relevant background information, research and filing necessary for meetings with stakeholders.
8. Assist in the design and the impression of banners, brochures and leaflets in French, and Arabic;
9. Assist in drafting public information documents, website articles, newsletter items, news digests, press releases and information dissemination on the project; provide overall support in communication activities developed within the above-mentioned project in coordination with the PI unit of IOM Tunis and Italy.
10. Draft meetings minutes, routine correspondence, infosheets, success stories, project reports, memoranda, faxes as well as project documents and forms related to IOM operational and administrative matters.
11. Any other duty within the incumbent's capabilities as assigned by the Chief of Mission / Head of Unit

Competencies

- Previous experience in job matching, job placement and entrepreneurship.
- Previous experience with private sector.
- Previous experience in an international, humanitarian/development organization and/or in capacity building initiatives is an advantage.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds and respect for diversity and gender equality.
- High level of computer literacy (MS Office Word, Excel and Outlook).
- Ability to work under pressure and meet deadlines.
- Ability to work effectively and harmoniously with a team of colleagues.

Desirable Qualifications and Experience:

- a) Bachelor's degree in Business Administration, Management, Social Science or a related field from an accredited academic institution with at least one year of relevant professional experience;
- b) Demonstrated interest in working in international organizations,
- c) Sound knowledge of project implementation, financial and administrative management skills are an advantage,

Languages:

Professional fluency in both English and French, with excellent drafting/editing skills