



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

CONSLUTANCY NOTICE IOM TUNISIA: TN2020-034 Programme Support Consultant Extension

The UN agency for Migration – IOM Tunisia is looking for a **Programme Support Consultant** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHForm, CVs and cover letter specifying the motivation for applications to **Tunisrecruitment@iom.int** no later than **04th May 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.

Position Title: Programme Support Consultant
Duty Station: Tunis, Tunisia
Classification: Consultancy
Estimated Start Date: ASAP
Reference Code: TN2020-034

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 supervision of the Chief of Mission, and the direct supervision of the Mission's Senior Project Manager, the successful candidate will support the Mission's resource mobilisation and external liaison functions through project development, donor reporting and fundraising actions for the Mission; assist in internal co-ordination and developing strategies that respond to new and emerging challenges for IOM Tunisia.

Core Functions / Responsibilities:

Under the direction of the Mission's Senior Project Manager, and in close co-ordination with the Chief of Mission (CoM) and Project Managers, he/she will:

1. Conceptualise, design and develop new programmes/projects responding to emerging trends and priorities and in line with the mission's strategy, in close coordination with Program Managers, Regional Office Cairo and external partners, ensuring compliance

- with donor interests and requirements and taking into account national priorities and GCM implementation;
2. Support donor contract management through coordinating the administrative and financial aspects of new and ongoing projects, including activation, processing, endorsement, records-keeping and submissions in line with specific IOM internal requirements and procedures;
 3. Consolidate and analyze data on project implementation and indicators and prepare interim and final donor reports; as well as mission, regional and Headquarters periodic and activity-specific reports, as required, in coordination with Program Units;
 4. Support fundraising actions by maintaining regular contact with donor relations counterparts; including organising and attending meetings and field site visits, defining proactive fundraising approaches and compiling and analysing information on donor policies and priorities;
 5. Assist in the overall integration of Monitoring and Evaluation (M&E) outputs in existing and new projects in partnership with the M&E Officer and Program Managers; support the development of M&E data collection and quality assurance tools for projects or programs;
 6. Assist in coordinating the compilation of reports and papers on IOM strategic approaches and priorities for internal and external distribution; and research, draft and present documents necessary for project development, reporting and donor liaison purposes;
 7. Undertake regular in-country and field visits in Tunisia to assist in coordinating, evaluating and improving the planning, programming, implementation and monitoring of assistance projects;
 8. Provide general administrative and technical support in preparation and organization of conferences, meetings, and trainings and other events related to donor liaison and IOM-United Nations, including communication and liaison with donors, counterparts, and the Government of Tunisia;
 9. Support PSU Coordinator and assist in liaison with relevant authorities, United Nations agencies, non-governmental organizations (NGOs), Government and other stakeholders;
 10. Keep accurate and pertinent records of all correspondence, project development and reporting files and administration information including maintaining the Project Tracking Matrix, SharePoint and PRISM files;
 11. Perform such other duties as may be assigned.

Required Qualifications:

Education & Experience:

- Master's degree in Political or Social Science, International Relations, Humanitarian Affairs, Development Studies, Peace and Conflict Studies, Public Policy, International Law or Human Rights, or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

- Previous experience with and knowledge of foreign government funding mechanisms is essential;
- Previous work in migration, including irregular migration, labour migration, migration and development or migrant's protection, is essential;
- Experience in project development, reporting, fundraising and donor relations, project monitoring and evaluation required. Previous experience with the UN in the previously mentioned fields is a distinctive advantage;
- Proven excellent project development and report writing skills;
- Good knowledge of programme management cycle;
- Computer skills and knowledge of relational databases, Microsoft applications, spreadsheets, word processing etc. is essential.

Competencies:

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM

Languages:

Fluency in English and working knowledge of French are required. Working knowledge of Arabic is an advantage.

Posting period:

From 20/04/2021 to 04/05/2021.

Notes:

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.