



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

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## VACANCY NOTICE

### IOM TUNISIA: VATN2021-015

### Sr Project Assistant Counter Trafficking

The UN agency for Migration – IOM Tunisia is looking for **Senior Project Assistant Counter Trafficking** 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 **06<sup>th</sup> July 2021**; indicating the reference code **VATN2021-015 Sr Project Assistant (Counter Trafficking)** in the subject.

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

**Position Title:** Senior Project Assistant (Counter Trafficking)  
**Duty Station:** Tunis, Tunisia  
**Classification:** G6 (UN salary scale can be found in this link [https://www.un.org/Depts/OHRM/salaries\\_allowances/salaries/tunisia.htm](https://www.un.org/Depts/OHRM/salaries_allowances/salaries/tunisia.htm))  
**Type of Appointment:** One year fixed term  
**Estimated Start Date:** ASAP  
**Reference Code:** SVNTN2021-012

#### **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.

Under the overall supervision of the IOM Tunisia Chief of Mission and of the Project Manager and the direct supervision of the National Officer, the successful candidate will support with the implementation, monitoring and reporting of Counter Trafficking activities, including activities aimed at building the capacity of national actors to counter the crime and to protect its victims.

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

In particular he/she will:

1. Contribute to the implementation of a US Government funded counter-trafficking project, including its administrative, and technical aspects, in compliance with IOM policies and standards, as well as donor requirements.
2. Provide direct assistance to victims of trafficking, including through conducting of screening interviews, beneficiary counselling, support to reintegration and their referral for different adequate assistance services as may be required, in close coordination with the National Commission to Combat Trafficking in persons and other project partners.
3. Support with the case management for Victims of Trafficking detected by IOM and with their referral to National Commission to Combat Trafficking in Persons for formal identification protection and assistance.
4. Support with maintaining and updating IOM database on victims of trafficking, including through ensuring that all assistance to beneficiaries is recorded on the IOM Migrant Management & Operational System (MiMosa).
5. Support with maintaining partnerships between IOM Tunisia and relevant Government entities, other UN agencies and civil society partners to strengthen the referral networks and pathways for Victims of Trafficking in Tunisia.
6. Support with the implementation of workshops, trainings, and the provision of technical assistance to Government and non-government partners to enhance their capacities in the counter-trafficking thematic area.
7. Organise key events and meetings relevant to the thematic area, such as the technical meetings, project steering committee meetings, etc.
8. Contribute to maintaining counter trafficking work plans to facilitate timely implementation and achievements of programme activities and results.
9. Draft monthly, interim reports, particularly in what comes to capacity building on counter trafficking and assistance to victims of trafficking, in line with donor requirements and IOM standards and procedures, hence contributing to timely submission in line with donor requirements.
10. Support with the production of regular briefings, summaries, press releases, visibility materials and other relevant information materials on project activities, when required.
11. Perform such other duties as maybe assigned.

### **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**

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

### **Delivering results**

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

### **Managing and sharing knowledge**

- Disseminates and shares knowledge openly and actively contributes to

knowledge/network communities for topics relevant to area of expertise.

- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

### **Accountability**

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

### **Communication**

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

### **Managerial competencies**

- **Leadership**

Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision.

Assists others to realize and develop their potential.

- **Empowering others & building trust**

Creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

- **Strategic thinking & vision**

Works strategically to realize the Organization's goals and communicates a clear strategic direction.

### **Required Qualifications:**

#### **Education & Experience:**

- Bachelors or equivalent or higher degree in a relevant field such in Social Sciences, Social Work, Psychology, Human Rights or a related field from an accredited academic institution with four years of relevant professional experience or
- High School Degree/Certificate in the above fields with six years of relevant professional experience.
- Experience in the field of assistance to victims of trafficking and / or humanitarian activities targeting vulnerable individuals.

- Experience with governmental authorities, the UN and / or other national/international institutions.
- Experience in working with non-governmental organizations.
- Knowledge of Tunisia and regional issues in the thematic area of migration or counter-trafficking is a distinct advantage.
- Good drafting skills and clear oral communication.
- Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access.

**Languages:**

Fluency in French and Arabic (written and spoken) is required. A good knowledge of English is desirable.

**Posting period:**

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