



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

VACANCY NOTICE

IOM TUNISIA: VATN2021-030

Head of Sub-office- Zarzis

The UN agency for Migration – IOM Tunisia is looking for **Head of Sub-office- Zarzis** 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 **19th September 2021**; indicating the reference code **VATN2021-030 Head of Sub-office- Zarzis** in the subject.

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

Position Title:	Head of Sub-office- Zarzis
Duty Station:	Tunis, Tunisia
Classification:	NOA
Type of Appointment:	One year fixed term
Estimated Start Date:	ASAP
Reference Code:	VATN2021-030

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 direct supervision of the Chief of Mission (CoM), and in close collaboration with project managers of relevant operational units, the Head of Sub-office will be responsible and accountable for assisting in the development, planning, implementation and monitoring of the sub-office activities as well as for leasing with local authorities and partners, and reporting on IOM's activities in the area of responsibility.

The Head of Sub-Office will also provide technical recommendations on the way forward to a successful and timely implementation of relief/recovery activities targeting vulnerable migrants and crisis-affected communities in the South of Tunisia, and explore new opportunities for initiatives covering Migration & Development and Research on migration issues.

The Head of Sub Office – ZARZIS will undertake the following tasks:

Core Functions / Responsibilities:

1. Management, Under the direct supervision of CoM, assist in monitoring and overseeing all aspects of the operational, logistical, administrative, budgetary and financial activities as well as supervision of staffing in his/her area of responsibility for the administrative matters in close coordination with the related unit and in accordance with program standards;
2. Directly supervise all staff members assigned to the Sub-Office and ensure that they perform the tasks assigned in line with IOM regulations and guidelines and according to donors' requirements; 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.
3. In the framework of the different IOM projects, especially the regional project "NOAH IV" on mixed migratory flows, and the national project "MRRM" aiming at establishing Migrant Response and Resources Mechanisms in the migratory route – including Zarzis and Medenine, coordinate a timely IOM response to migrants in need of humanitarian and social assistance in the South of Tunisia; in particular to migrants rescued at sea, migrants stranded in the South, and migrants requiring support to safely return home through/from Tunisia;
4. Maintain effective and excellent working relationships with local government authorities, community leaders, relevant UN agencies and INGOs and local CSOs involved in the assistance to migrants and receiving communities;
5. Support the development of effective strategies and action plans with the respective local service providers/partners in the South of Tunisia (local government organizations, hospitals, NGOs, etc.) based on the needs of migrants;
6. Work and liaise with the group of Youth Peer Educators based in the South of Tunisia, and assist with the effective implementation of their activities in the field, in the framework of regional Health Project;
7. Ensure appropriate implementation of IOM's policies and procedures with regards to emergency response and post-crisis management;
8. Work and liaise with relevant colleagues and stakeholders in developing plans of action and projects in support of the crisis management process and support the update of the UNCT Contingency Plan;
9. Prepare and submit weekly and monthly reports to relevant PMs and COM, and

provide inputs and statistics according to needs and requests received;

10. Support program managers in the overall implementation of projects in the South of Tunisia and ensure compliance to relevant IOM and donors' policies and procedures;
11. Represent IOM to meetings organized in the South of Tunisia, by partners and authorities;
12. Support PMs in carrying out technical assessments to best respond to the needs of migrants seeking IOM assistance;
13. Support the development of new proposals in Migrants Protection, Border/Humanitarian Management and Crisis Management, Migrants Integration, Community Stabilization, Research, and Migration & Development;
14. Coordinate on security related matters with Security Focal Point in Tunis and local Regional Security Advisor (RSA);
15. Ensure that sub office and its staff comply with MOSS requirements and UNDSS advisories are followed;
16. Undertake duty travel related as required;
17. 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:

- Master's degree in Management, Political, Social Science or Business Administration from an accredited academic institution; OR University Degree in the above fields with two years of relevant professional experience
- Experience in the field migration and refugee assistance, relief activities targeting returnees, IDPs, conflict-affected communities and vulnerable migrants;
- Experience in complex humanitarian emergency or post-conflict environment;
- Experience in liaising with governmental authorities, other national/international institutions
- Experience with Microsoft Office products, especially Outlook, Word, Excel and PowerPoint,
- Ability to establish and maintain strong working relations with Government counterparts, UN agencies and/or non-governmental organizations.
- Familiarity with the region an asset

Professional experience in:

Operations

- Delivers on set objectives in hardship situations
- Effectively coordinates actions with other implementing partners
- Works effectively with local authorities, stakeholders, beneficiaries and the broader community to advance country office or regional objectives

Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments.
- Coordinates actions with emergency response actors.

- Supports adequate levels of information sharing between internal units, cluster partners, IOM and emergency response actors
- Establishes and maintains effective relationships with implementing partners
- Makes correct decisions rapidly based on available information

SKILLS

- Capacity to work effectively and harmoniously within people at different levels within and outside organization and with colleagues from varied cultures and professional backgrounds.
- Candidate should be highly motivated with dynamic personality and the ability to work under pressure to meet deadlines.
- Ability to draft correspondence and communicate effectively
- High level of computer literacy (MS Office Word, Excel and Outlook); experience in handling web-based management system.
- Ability to analyse and interpret source information and data; capable of designing, reviewing and revising business processes to achieve efficiency.

Languages:

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

Posting period:

From 03/09/2021 to 19/09/2021.