



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

VACANCY NOTICE

IOM TUNISIA: VATN2021-037

Project Assistant (Health and Migration)

The UN agency for Migration – IOM Tunisia is looking for a **Project Assistant (Health and Migration)** 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 **09th December 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:	Project Assistant (Health and Migration)
Duty Station:	Tunis, Tunisia
Classification:	G5
Type of Appointment:	One Year Fixed Term contract;
Estimated Start Date:	ASAP
Reference Code:	VATN2021-037

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 the health and protection activities.

Core Functions / Responsibilities:

In particular he/she will:

1. Contribute to the implementation of the projects of the Migrant protection and Health Unit in the area of health, including of the regional project to support governments in managing migration focusing on promoting health and wellbeing

among transit migrants in Egypt, Libya, Morocco, Tunisia and Yemen including its administrative, and technical aspects, in compliance with IOM policies and standards, as well as donor requirements.

2. Provide case management of the most vulnerable migrants beneficiaries of IOM Tunisia in close coordination with case workers, including through conducting of screening interviews, providing counselling, support to their referral for protection and assistance services and working towards durable solutions.
3. Support with the case management for beneficiaries with physical or mental health conditions, including by providing psychosocial support.
4. Support with maintaining and updating IOM database on medical cases, including through ensuring that all assistance to beneficiaries is recorded on the IOM Migrant Management & Operational System (MiMosa) and matrices to the donor.
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 direct assistance to migrants in Tunisia in particular in terms of medical and psychosocial assistance.
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 health thematic area and draft related activities reports.
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 health projects work plans to facilitate timely implementation and achievements of programme activities and results.
9. Support with the production of regular briefings, summaries, press releases, visibility materials and other relevant information materials on project activities, when required.
10. Coordinate the updating of health projects database on assistance to vulnerable migrants and medical cases;
11. Ensure accurate observance of administrative rules, regulations and procedures within the framework of health projects and in line with IOM guidelines;
12. Fulfill internal procurement and other administrative formalities including the draft/printing/sending of official letters and other relevant documents in order to provide support to health project activities;
13. Perform such other duties as may be 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

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:

- University degree in Social Sciences, Social Work, Psychology, Human Rights or a related field from an accredited academic institution with three years of relevant professional experience or
- High school degree in the above fields with five years of relevant professional experience.
- Proven experience in the field of assistance to migrants 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 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. Working knowledge of English is desirable.

Posting period:

From 24/11/2021 to 09/12/2021.