



VACANCY NOTICE

IOM LIBYA MISSION IN TUNIS

Position Title:	Project Assistant
Duty Station:	Tunis, Tunisia
Classification:	G4
Type of Appointment:	Special Short Term for 6 months with possibility of extension.
Estimated Start Date:	As soon as possible
Closing Date:	August 24, 2017
Reference Code:	LY20-2017-018

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission in IOM Libya, the direct supervision of the Emergency and Liaison Officer and in close coordination with the Information Management Unit, the incumbent will be responsible for the following activities:

Core Functions / Responsibilities:

1. Assist in data entry, verification and dissemination of information;
2. Collect, record and organize all forms/questionnaires and other relevant information handed over by field staff;

3. Verify the information and accuracy of the data in the physical forms/questionnaire and clean it before processing it into the programme's database system;
4. Provide timely data entry of the forms/questionnaires and process them in the database system.
5. In coordination with the programme's staff, organize briefing/debriefing sessions with field staff to better monitor data collection issues encountered in the field and make propositions of adjustments if necessary;
6. Process data collected and provide a user friendly visualization through charts and tables;
7. Maintain and update information management visual products including maps, infographics and statistics;
8. Ensure data is shared in due time when requested, including with sectors (e.g. 5Ws through KOBO system);
9. Participate in the revision of the tools when needed;
10. Ensure of proper archiving/saving of the data collected;
11. Assist in Translation requirements;
12. Respect IOM's Data Protection Principles;
13. Perform other duties as may be assigned by the supervisor;

Required Qualifications and Experience

Education

- Bachelor's Degree in Information Management, Computer Science, Media or Social Sciences or a related field from an accredited academic institution.

Experience

- At least 2 years of work experience in relevant position.
- Previous working experience in other international organizations (IOM, UN etc.) is an advantage.
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Ability to pay close attention to details and work with minimal supervision
- Effective organizational skills and ability to establish priorities and plans, ability to work under pressure and cope with deadlines.
- Sound knowledge of financial and administrative management and effective resource management skills.
- Good written and spoken communications skills, good interpersonal skills, ability to work in a multi-cultural environment.
- Strong knowledge of MS Office applications especially Excel, and good knowledge of Adobe software (Photoshop, Illustrator, InDesign). Preferred knowledge of GIS software.

Languages

Fluency in **English** and **Arabic** is required.

Required Competencies

Behavioural

- 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.

How to apply:

Interested candidates are invited to submit their applications via email: hrdlibya@iom.int, by August 24, 2017 at the latest, referring to this advertisement by mentioning the reference code and the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

[From 11.08.2017 to 24.08.2017](#)