



## **VACANCY NOTICE** **IOM LIBYA MISSION IN TUNIS**

Position Title:	<b>Project Assistant</b>
Duty Station:	<b>Tunis, Tunisia</b>
Classification:	<b>G4</b>
Type of Appointment:	<b>Special Short Term for 6 months with possibility of extension.</b>
Estimated Start Date:	<b>As soon as possible</b>
Closing Date:	<b>August 24, 2017</b>
Reference Code:	<b>LY20-2017-017</b>

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, in close coordination with the Resource Management Unit will provide administrative support to project preparation, implementation and documentation. In particular the incumbent will be responsible for the following tasks:

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

1. Serve as a liaison support to track all relevant supporting documents from the field offices for Emergency-related activities and coordinate with the Procurement and Logistics Unit in accordance with IOM rules and regulations;

2. Prepare procurement requests and payment request forms for procurement of Emergency items.
3. Coordinate with the Finance Unit to maintain payment tracking for Emergency Programme's activities;
4. Coordinate with the IOM focal point for third party contractor to track monthly time sheets, leave requests and movement from the field-based staff;
5. Assist in coordination with the Emergency Assistant and the Migrant Response Assistant in updating the Project's Tracking Matrix;
6. Assist in coordination with the Programme Assistants in maintaining a budget monitoring system;
7. Develop and maintain proper filing systems of all documents pertaining to Administration support;
8. Informal translations of documents, and data from and for the Emergency team into English and Arabic as necessary and as requested;
9. Perform such other duties as may be assigned by the supervisor.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's Degree in Business Administration, Accounting, Finance or related academic background.

### **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 .e.g. Excel, Word, Outlook, etc.

### **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](mailto: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](#)