



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

Position Title:	<b>Project Assistant</b>
Duty Station:	<b>Tunis, Tunisia</b>
Classification:	<b>G5</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>LY20-2017-019</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, and in close coordination with the PD and PI units the incumbent will be responsible for providing overall support to the programme and specifically for assisting in reporting and communication components of the Emergency and Migrant Resource and Response Mechanism. In particular the incumbent will be responsible for the following tasks:

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

1. Support the Migrant Resource and Response Mechanism's information campaign and remote management of mobile teams;

2. Coordinate with other departments the implementation of the Community Response Map;
3. Prepare regular progress reports to be submitted to donors and Headquarters;
4. Support the preparation of regular project narratives, concept notes, minutes of meeting as well as interim and final project reports, according to IOM and donor formats as required, and update regularly and report to donors covering all IOM activities;
5. Follow up on the timely preparation, review and submission of interim and/ or final narrative reports to donors. Keep track of donor reporting requirements and submission deadlines for each project;
6. Develop templates for reporting, as needed. Develop appropriate tools to ensure that information from all units is available to the team for use in programming and planning of activities across units;
7. Compile and produce information, from all Emergency activities, to be published in the website and social media so as to keep it updated;
8. Participate in developing and disseminating communications and visibility materials, such as one pager reports, newsletters, flash reports, etc;
9. Perform such other duties as may be assigned by the supervisor.

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

### **Education**

- Bachelor degree in Communications, International Relations, Social Sciences, Development Studies, Media or a related field from an accredited academic institution.

### **Experience**

- At least 3 years of work experience in relevant position.
- Previous working experience in other international organizations (IOM, UN etc.) is an advantage.
- Excellent drafting skills, experience in writing reports, briefings, and articles desirable;
- 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 preferred knowledge of Adobe software (Photoshop, Illustrator, InDesign)

## **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](#)