



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Finance/ Administrative Assistant**  
Duty Station : **Bangkok, Thailand**  
Classification : **General Service Staff (UG)**  
**THB 30,000.00 per month**  
Type of Appointment : **Special Short - Term Contract, 06 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **March 27, 2018**  
Reference Code : **CFCV029/2018**

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 direct supervision of the Global Fund (Malaria) Project Coordinator and general supervision of Chief Medical Officer, the incumbent will provide assistance in coordination and implementation activities associated with the Global Fund RAI2E Project. The incumbent will have the following duties and responsibilities:

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

Particularly, he/she will carry out the following duties:

#### **Finance/Administrative Function**

1. Assist to project financial documentation verification.
2. Assist to facilitating timely payment and disbursement of funds to the GF Field teams
3. Assist the team with the procurement, distribution, storage, maintenance, and recording of goods, services and materials under GF project as per IOM and GF logistical/procurement procedures in coordination with the Procurement Unit of IOM.
4. Assist to logistical and administrative preparations for project meetings, workshops and field site visits.
5. Coordinate activities between central management and project field staff.

6. Provide support to Project Coordinator in coordinating activities with Principal Recipient (PR).
7. Visit and provide training support to field staff at the project field offices to better understand their tasks at field level.
8. Assist in coordinating activities with PR-DDC.

**Programmatic Function:**

1. Liaise with project stakeholders at all levels, including PR-DDC, government agencies, academic institutions, CSOs and other relevant agencies with the purpose of facilitating the development and implementation of Global Fund RAI2 activities as per the IOM project document.
2. Liaise with Field Coordinators and Field Assistants at field level to ensure that the day-to-day implementation of the technical project in accordance with the workplan and project document.
3. Provide technical assistance to the IOM GF field teams to facilitate the organization of consultations, workshops, meetings, and other necessary project activities
4. Perform such other duties that may be assigned.

***Required Qualifications and Experience***

- Completed secondary school with minimum three years' experience or university Degree in Business Administration or related fields with minimum one year experience.
- More than one year of experience in working with local authorities and NGOs
- Proficiency in written and spoken Thai and English
- Good interpersonal skills and team work oriented
- Detail-oriented and strong numerical skills.

**Languages**

- Fluency in Thai and English. Ability to communicate in Karen, Burmese or Shan is an advantage.

***Required Competencies***

The incumbent is expected to demonstrate the following competencies:

- **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;

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail [bkkrecruitment@iom.int](mailto:bkkrecruitment@iom.int) by **March 27, 2018** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B%282012%29.xls> Kindly indicate the reference code **CFCV029/2018** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from [thailand.iom.int](http://thailand.iom.int));

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 13.03.2018 to 27.03.2018