



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Project Support Officer**
Duty Station : **Bangkok, Thailand**
Classification : **Consultant**
USD 3,000.00 per month
Type of Appointment : **Consultancy, until initially 30 September 2019 with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **July 11, 2018**
Reference Code : **CFCV036/2018**

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:

The *Bali Process on People Smuggling, Trafficking in Persons and Related Transnational Crime* (Bali Process) is a non-binding and state-driven process involving 48 members (countries and international agencies), including the United Nations High Commissioner for Refugees (UNHCR), the International Organization for Migration (IOM) and the United Nations Office of Drugs and Crime (UNODC), as well as a number of observer countries and international agencies who participate in this voluntary forum.

The *Regional Support Office of The Bali Process* (RSO) was established in 2012 to facilitate the operationalization of the Regional Cooperation Framework (RCF) to reduce irregular migration in the Asia and Pacific region. The RSO aims to support and strengthen practical cooperation on refugee protection and international migration, including human trafficking and smuggling, and other components of migration management in the region. The RSO is co-managed by the Australian and Indonesian Governments.

The person will provide support to the operation of the RSO and assist with projects and activities under the RSO's Work Plan to operationalize key aspects of the Bali Process Declaration, Bali Process Strategy, Jakarta Declaration and the Regional Cooperation Framework through the development and delivery of projects and activities aimed at the reduction of irregular migration in the Asia-Pacific region.

The activities of the RSO require applicants to display a high degree of flexibility and resilience.

More information can be found at www.baliprocess.net

Core Functions / Responsibilities:

Under the supervision of the RSO Co-Manager and in coordination with the RSO Programme Coordinators, the **Project Support Officer** will support to the operations, activities and projects of the RSO.

The Project Support Officer will be assigned, but not limited to, the following tasks:

1. Support the development and implementation of activities and projects undertaken by the RSO.
 - Assist in the development of guidelines, policies and procedures for the RSO.
 - Contribute to regular reporting on the status of activities and projects.
 - Assist with planning and logistics for RSO events.
 - Support the RSO in developing external communications products and materials.
2. Develop and maintain effective working relationships with Bali Process members, international and regional organizations, and other key partners in coordination with RSO staff.
3. Assist with research, analysis and reporting of information from a wide variety of sources to monitor emerging trends and propose new ideas in the development of activities and projects for Bali Process members.
4. Demonstrate and model a high level of ethics, accountability and personal integrity at all times.
5. Perform such other duties as may be assigned.

Required Qualifications and Experience

- University degree with two years of relevant professional experience or equivalent relevant professional experience.
- Knowledge or experience of regional migration and border control trends and issues relevant to the Bali Process;
- Excellent oral and written communication skills;
- Excellent organisational and time management skills and a demonstrated ability to work independently, prioritise, organise and complete work in a timely manner.
- Experience in liaising with governmental authorities, other national and international institutions.
- Experience in developing and delivering training and capacity building activities would be advantageous.

Languages

Fluency in Thai and English, excellent writing skills and communication skills.

Required Competencies

The incumbent is expected to demonstrate the following technical and behavioural competencies:

Behavioural

- Accountability – follows all relevant procedures, processes and policies;
- Client Orientation – identifies the immediate and peripheral clients of own work;
- Continuous Learning – demonstrates interest in improving relevant skills;
- Communication – actively shares relevant information;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Planning and Organizing – identifies priority activities and assignments for self and others;
- Teamwork – actively contributes to an effective, collegial and agreeable team environment;

Technical

- Technical Proficiency – displays awareness and knowledge of migration, border control, people smuggling, trafficking in persons and/or transnational crime issues with organizational context;

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 by **July 11, 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 **CFCV036/2018** 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);

Only shortlisted candidates will be contacted.

Posting period:

From 27.06.2018 to 11.07.2018