



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Field Assistant**
Duty Station : **Mae Sot, Thailand**
Classification : **General Service Staff (UG)**
THB 39,000.00 per month
Type of Appointment : **Special Short - Term Contract, 09 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **July 18, 2018**
Reference Code : **CFCV037/2018**

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 overall supervision of Project Officer, and the direct supervision of the Field Coordinator in Mae Sot, the incumbent will provide support to the Field Coordinator for the implementation and coordination of all project activities taking place in Mae Sot in the context of the EU-funded project "Promoting stability, well-being and harmony for Myanmar Muslims and host communities in Thailand" (DCI-ASIE/2015/369-583).

The field assistant will be based in IOM's Mae Sot Office and will be reporting to the project's Field Coordinator in Mae Sot whilst working closely with 1 Field Community Worker.

The project will target the continued vulnerabilities and needs of marginalised Myanmar Muslims (including Rohingyas) as well as disadvantaged Thais in host communities located in the provinces of Tak (Mae Sot), Ranong and Phang Nga. The project activities aim to create stability and harmony by improving living conditions and access to services; standardizing response and care; and, creating coherence and predictability in policy, practice and programming that contribute to the overall wellbeing of this vulnerable group and its host community.

Core Functions / Responsibilities:

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

1. Provide support to the Field Coordinator of Mae Sot with the development of strategies, approaches and methodologies to implement project activities in Mae Sot in order to meet project objectives and with the preparation and implementation of the Annual Workplans;
2. Work with one (1) Field Community Worker to implement the project activities and carry out regular outreach activities with the target communities in Mae Sot;
3. Undertake duty travels as necessary to assist the Field Coordinator in preparing, implementing and monitoring project activities in the field, including outreach and information campaigns, to ensure timely implementation of project activities in line with the Project's Annual Workplans;
4. Provide assistance to the Field Coordinator in organising and facilitating meetings, workshops, training seminars, and community activities including participants' travel and administrative arrangements, negotiating and securing meeting venues and setting-up of events;
5. Provide assistance with the development and use of monitoring and evaluation tools, including assessments, surveys and interviews, in order to document and determine the progress and impact of the project by providing feedbacks from community members;
6. Assist the Field Coordinator in collecting and recording updated data/information on migrant rights and policy, including migrant health insurance policies, legal processes, migration flows and challenges encountered by migrants and migrant communities.
7. Contribute to the narrative field report for Mae Sot prepared by the Field Coordinator.
8. Attend meetings/liasing with government counterparts, local authorities, NGOs and community-based organisations to ensure smooth implementation of the project in coordination with the Field Coordinator;
9. Support the Field Coordinator and Project Assistant with production of information, education and communication materials targeting project partners and government/non-government stakeholders;
10. Perform such other duties as may be assigned by the Field coordinator of Mae Sot

Required Qualifications and Experience

- Thai national;
- University Degree in international relations, political science, social science, environmental management, public health, or relevant field or related field.
- At least two years of experience in with an international or intergovernmental organization working on issues related to migrant populations in Thailand;
- Demonstrated experience in liaising with government officials and in coordinating activities with NGOs and government partners. Experience in sectors such as health, legal aid, education, livelihoods, protection assistance an advantage;

- Field community experience especially in terms of organizing and coordinating surveys, workshops and trainings;
- Capacity to work independently with minimum supervision;
- Personal commitment, efficiency, and flexibility;
- Experience in working effectively and harmoniously with colleagues from various cultures and professional backgrounds at all levels;
- Good writing, communication and negotiation skills;

Languages

- Fluency in Thai and English. Knowledge of Burmese or other languages spoken by Burmese Muslims is a strong asset.

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 18, 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 **CFCV037/2018** 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 04.07.2018 to 18.07.2018