



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Bangkok, Thailand**
Classification : **General Service Staff (UG)**
THB 49,000.00 per month
Type of Appointment : **Special Short - Term Contract, 03 months**
Estimated Start Date : **As soon as possible**

Closing Date : **October 16, 2018**
Reference Code : **CFCV045/2018**

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 Project Officer and overall supervision of Chief of Mission, the successful candidate will contribute to the implementation of project activities, as well as reporting, monitoring and evaluation, under the thematic area of Migrant Assistance, specifically "Assisted Voluntary Return and Reintegration (AVRR).

Core Functions / Responsibilities:

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

1. Co-lead the AVRR project in providing return assistance to irregular migrants in Thailand and Bali Process countries with following tasks:
 - a. Conduct interview for pre-screening beneficiary migrants.
 - b. Coordinate with stakeholders for logistical and administrative arrangement including but not limited to Interpreters, Embassies, Thai Immigration Bureau, Operations Team, IOM Missions in other countries, airlines, Non-Food Items (NFIs) suppliers.
 - c. Plan return arrangements i.e. medical check-up, pre-departure briefing, travel, and post-arrival services.
 - d. Research immigration formalities and airlines regulations.

2. Provide financial and administrative supports including preparing AVRR forms and letters to implementing partners, entering information into the AVRR database (communication, departures, approval, applicants, expenses, etc.), preparing cash advances and service fees and updating contact lists.
3. Maintain an up-to-date database of the beneficiaries and analyze data for project evaluation.
4. Coordinate with Project Development Unit for updating Standards Operating Procedure.
5. Monitor project spending both on the system and on-hand cash to be complied with the agreed budget.
6. Support to the unit reporting through drafting and editing donor reports, assisting to review evaluations and producing and updating communications materials.
7. Perform such other duties as may be required.

Required Qualifications and Experience

- Thai national
- University Degree in international relations, political science, social science, or relevant field.
- 1-2 years of work experience in migration issues for both non-government organizations and inter-governmental organizations.
- Sound knowledge of project implementation, monitoring and evaluation, familiar with financial and business administration. Sound knowledge of Assisted Voluntary Return and Reintegration (AVRR) principles, practices and challenges a distinct advantage.
- Strong organization and time management skills.
- Ability to work in a multi-cultural environment and respect diversity.
- Team work oriented but with a capacity to work independently.
- Proven writing (e.g. translation Thai to English and vice versa).
- Computer and Microsoft Offices literate.

Languages

- Fluency in English and Thai.

Competencies

The incumbent is expected to demonstrate the following competencies:

- **Accountability** – Meets deadline, cost, and quality requirements for outputs
- **Client Orientation** – Identifies the immediate and peripheral clients of own work
- **Continuous Learning** – Demonstrates interest in improving relevant skills
- **Communication** – Writes clearly and effectively, adjusting wording to the intended audience
- **Performance Management** – Provides constructive feedback to colleagues

- **Professionalism** - Masters subject matter related to responsibilities
- **Teamwork** – Actively contributes to an effective, collegial, and agreeable team environment

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 **October 16, 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 **CFCV045/2018** 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 02.10.2018 to 16.10.2018