



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Project Manager**
Duty Station : **Bangkok, Thailand**
Classification : **Consultant**
USD 4,300.00 per month
Type of Appointment : **Consultancy, until 30 June 2020 with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **December 10, 2018**
Reference Code : **CFCV047/2018**

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 49 members (countries and international agencies), including the United Nations High Commissioner for Refugees (UNHCR), the International Organization for Migration (IOM), the United Nations Office of Drugs and Crime (UNODC) and the International Labour Organization (ILO), 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 manage and contribute to the delivery of RSO projects and activities in alignment with the RSO's Strategic Plan and Annual Work Plan to operationalize key aspects of the Bali Process Ministerial 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 Bali Process region.

The activities of the RSO require applicants to display a high degree of responsibility in managing work projects to achieve results, flexibility, resilience and ability to build productive working relationships with diverse stakeholders.

More information can be found at www.baliprocess.net

Core Functions / Responsibilities:

Reporting to the RSO Programme Coordinator, and working closely with the Co-Manager (Australia), the **Project Manager** will support the delivery of **RSO border management (air/land/sea) activities**.

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

1. Support the Programme Coordinator in managing and overseeing assigned RSO projects and activities, including the:
 - Sequencing of activities and alignment with RSO Strategic Plan and Annual Work Plan;
 - Work with Programme Coordinator to develop, plan, implement and support their assigned activities and projects;
 - Work with Programme Coordinator to identify key resources and technical expertise required to implement and support their assigned activities and projects;
 - Work with Programme Coordinator to allocate work and tasks to staff and consultants, monitor work progress, provide support and performance feedback to staff; and
 - Work with Programme Coordinator to anticipate and respond positively and flexibly to change.
2. Provide regular updates on the status of activities and projects, including financial and narrative reporting.
3. Conduct trainings for officers and other personnel working in the field of border management.
4. Identify and report on current and emerging issues relevant to the RSO and the Bali Process.
5. Develop and maintain effective relationships with Bali Process members, international and regional organizations, and other key partners, including understanding and respecting the diversity and different perspectives of members and stakeholders.
6. Represent the RSO at bilateral, regional and intergovernmental meetings upon request, including the preparation and delivery of presentations, assist in the coordination of background documents and reports and ensure appropriate distribution to key stakeholders.
7. Support the Programme Coordinator and Co-Managers to mentor and develop a small multi-disciplinary and culturally diverse team of staff and seconded officials within the RSO, including sharing learning to support others.
8. Demonstrate and model a high level of ethics, accountability and personal integrity at all times.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience

- University degree with five years of relevant professional experience or equivalent relevant professional experience.
- Operational and/or policy experience in migration, border control, people smuggling, refugee protection, trafficking in persons, or transnational crime related issues,
- Programme implementation, project management and reporting;
- Knowledge or experience of regional migration and border control trends and issues relevant to the Bali Process;
- Experience in liaising with governmental authorities, other national and international institutions.

Languages

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

Required Competencies

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

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Technical

- a) Effectively applies knowledge of migration, border control, people smuggling, trafficking in persons and/or transnational crime issues within organizational context;
- b) Correctly frames migration border control, people smuggling, trafficking in persons and/or transnational crime issues within their regional, global, and political 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 **December 10, 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 **CFCV047/2018** 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 29.11.2018 to 10.12.2018