



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 (G3)**  
**THB 49,198.25 per month**  
Type of Appointment : **Special Short-Term Contract, 6 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **November 14, 2018**  
Reference Code : **SVN 013/2018**

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 supervision of the Emergency and Post-Crisis (EPC) Project Officer, the successful candidate will contribute to the 1) implementation of material and service support to minority groups from Myanmar and other vulnerable migrants in Immigration Detention Centres, Shelters for Children and Families, and Welfare Protection Centres for Victims of Trafficking in Thailand and 2) implementation of the project “Supporting National Level Migration Health Coordination Mechanisms in Asia”.

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

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

#### **Material and Service Support to Vulnerable Migrants:**

1. Assist the Project Officer in assessing the material and service support needs in various project locations in terms of health assistance, supplemental nutrition, non-food items (NFIs) and water, sanitation and hygiene (WASH) support.
2. Assist EPC staff in the implementation of projects, which can include drafting and translation of official/unofficial written documents, facilitating monitoring and evaluation, drafting meeting minutes, etc.

3. Assist the Project Officer in liaising with relevant stakeholders, including the Royal Thai Government counterparts, UN agencies, NGOs, and CBOs, to coordinate on-going interventions between the actors.
4. In coordination with Procurement and Finance Units, prepare purchase requisition forms, payment requests, IMPREST clearance, and cash advance requests.
5. Regularly update Migrant Information Application (MIA) database.
6. Conduct field visits to the various locations when deemed necessary.

#### **Support National Level Migration Health Coordination Mechanisms:**

1. Provide clerical assistance to the Project Officer in facilitating national and regional workshops on migration health in collaboration with the Ministry of Public Health and other key governmental actors, as well as UN agencies, civil society and development partners.
2. Assist the Project Officer in liaising with key stakeholders – governmental, intergovernmental, and non-governmental – including the coordination of meetings and drafting of meeting minutes.
3. Assist the Project Officer in preparing regular updates, programme summaries and other relevant info materials and statistics, according to the specific project needs.
4. Perform such other duties as may be assigned.

#### ***Required Qualifications and Experience***

- University degree in International Relations, Social Science, Public Health or a related field from an accredited academic institution with at least 1 years of experience in relevant areas.
- A minimum of 2 years of professional experience in migration and health;
- Experience in data collection and analysis as well as knowledge management is considered an asset;
- Experience working with Government counterparts, UN agencies and/or non-governmental organizations is considered an asset.

#### **Languages**

Fluency in Thai and English.

#### ***Required Competencies***

The incumbent is expected to demonstrate the following competencies:

- **Inclusion & respect for diversity** - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- **Integrity & transparency** - Delivers on commitments; manages the organization's resources reliably and sustainably.

- **Professionalism** - Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- **Teamwork** - Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- **Delivering results** - Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- **Managing and sharing knowledge** - Contributes to the identification of improvements to work processes and assists in implementing them.
- **Accountability** - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- **Communication** - Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.

### ***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 **November 14, 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 **SVN013/2018** 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 31.10.2018 to 14.11.2018