



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Administrative Assistant**
Duty Station : **Bangkok, Thailand**
Classification : **General Service Staff (G4)**
THB 61,967.50 per month
Type of Appointment : **One Year Fixed-Term, 12 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **February 19, 2018**
Reference Code : **VN001/2018**

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 the IOM Regional Support Office – The Bali Process Back Office Manager and the RSO Co-Manager, and the overall supervision of the Chief of Mission in Bangkok, the successful candidate will support the implementation of the project “Administration of the Regional Support Office (RSO) of the Bali Process.

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 staff member will provide support to a variety of RSO 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.

Core Functions / Responsibilities:

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

1. Provide support to the program team in implementation of the project activities.
2. Support the RSO Co-Managers with administrative functions as requested on a daily basis.
3. Provide procurement, logistic and administrative support to the project in close coordination with RSO Back Office, IOM's Finance, Procurement, Human Resources, and ITC Unit. ensuring full compliance with the rules and procedures of IOM.
4. Assist in organizing trainings and seminars as required.
5. Provide translations of documents and, if necessary, oral interpretation.
6. Draft or prepare project related correspondences.
7. Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records.
8. Take pertinent logistical arrangements for the prompt and effective implementation of the project activities.
9. Coordinate and arrange external and internal meetings.
10. Arrange travel itineraries and assist with obtaining security clearance.
11. Perform any other duties as may be assigned.

Required Qualifications and Experience

- Bachelor's degree in administration, international relations or similar. With a minimum of 2 years of relevant experience.
- Strong organizational and time management skills
- Ability to work in a multi-cultural environment and respect diversity
- At least two years of work experience in migration issues for non-governmental organizations, international governmental organizations or government institutions
- Sound knowledge of programme implementation and familiarity with financial and business administration
- Team work oriented but with a capacity to work independently
- Excellent writing and communication skills
- Computer literate

Languages

Fluency in English and Thai. Knowing Bahasa Indonesia, or/and any of other languages spoken in countries of the Bali Process Member States is an advantageous.

Required Competencies

- **Accountability** – takes responsibility for action and manages constructive criticisms
- **Client Orientation** – Identifies and monitors changes in the needs of all clients, including donors, governments, and project beneficiaries
- **Continuous Learning** – Contributes to colleagues' learning
- **Communication** – Actively shares relevant information
- **Creativity and Initiative** - Proactively develops new ways to resolve problems
- **Planning and Organizing** - Organizes and documents work to allow for planned and unplanned handovers
- **Teamwork** – Contributes to, and follows team objectives

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 **February 19, 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 **VN001/2018** 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 05.02.2018 to 19.02.2018