Open to Internal and External Candidates

Position Title: Data and Research Assistant
Duty Station: Bangkok, Thailand
Classification: General Service Staff, G5 (UN salary scale)
Type of Appointment: Special Short Term, 06 months with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: 04 July 2020

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.

The IOM Regional Office (RO) for Asia and the Pacific (ROAP) in Bangkok, Thailand covers and supports 40 Country Offices (CO) across the Asia and the Pacific Region. The key responsibility of the ROAP is to formulate regional strategies, processes and programmes in line with the overall priorities and policies of the Organization and to provide strategic and programmatic guidance and support to countries within its region.

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:

Since 2014, IOM’s Missing Migrants Project (MMP) has collected data on the deaths of more than 35,000 migrants worldwide. The MMP data and reports are publicly available and used by a range of stakeholders, including policy makers, academia, news agencies, and other development and humanitarian actors. The database, which has become a global reference point on the dangers of irregular migration routes, is designed to build the evidence base on risky migratory journeys but is also used to support advocacy efforts that push for policies promoting safe migration.

Phase IV of the Missing Migrants Project will include an expanded presence in under-reporting areas across the world, including the Asia and the Pacific region. Improved monitoring of migration routes, as well as more concerted data collection efforts, should lead to a better understanding of the risks male, female and child migrants face, which is critical to supporting evidenced-based policies that consider gender- and age-specific risks.

Under the direct supervision of the Regional DTM Officer of IOM Regional Office based in Bangkok, Thailand and in close coordination with the Missing Migrants Project team at IOM’s GMDAC in Berlin, the Data and Research Assistant will support MMP’s programme through assisting with secondary data collection and website maintenance, fostering relationships with relevant regional actors, assisting with the development of data briefings, and analysing data on fatalities along migration routes in the region.
The Data and Research Assistant will work under the guidance and supervision of the Project Coordinator for the Missing Migrants Project in IOM’s Global Migration Data Analysis Centre in cooperation with the relevant ROAP units, as well as with IOM Field Missions and IOM Headquarters.

The Data and Research Assistant will assist with the data collection and website maintenance relating to the Missing Migrants Project, foster relationships with relevant regional actors, and assist with other duties that may arise within the information management unit.

**Core Functions / Responsibilities:**

1. Monitor regional news for reports relating to the issue of migrant deaths and disappearances, and other migrant movements in the region and keep the relevant stakeholders involved;
2. Contact regional actors working on the issue of migrant deaths and disappearances in the interest of fostering long-term relationships to improve data and in coordination with relevant country offices;
3. Record, analyze and present data relevant to the Missing Migrants Project on its internal database and on its publicly accessible website;
4. Research and analyze press releases and reports containing data on fatalities and disappearances in the region as needed;
5. Direct media inquiries and other ad-hoc requests relevant to the Asia Pacific region to the Regional DTM officer or MMP Project officer in Berlin;
6. Support research projects linked to migrant deaths and disappearances, including preparing and facilitating presentations, and other tasks relevant to the region as they arise;
7. Organize and attend meetings linked to the Missing Migrants Project as needed;
8. Support the Regional Office with other data tasks pertaining to migration data collection and analyses;
9. Any other task as required
10. Perform any other duties as may be assigned.
11. Perform such other related duties as may be assigned.

**Required Qualifications and Experience**

**Education**

- Bachelor's degree, preferably International Relations, Migration Studies, International Affairs or related discipline from an accredited academic institution with at least three years of relevant professional experience;
- Or
- High School degree in above field with at least five years of relevant professional experience.

**Experience**

- Strong background in migration research and statistics;
- Practical experience of how to multi-task, prioritize and work independently
- Experience working with international humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting

**Skills**

- Strong computer literacy, including excellent knowledge of Microsoft Excel, Word and PowerPoint. Visual software experience an asset (Adobe, PowerBI, ArcGIS, etc.)
- Strong organizational skills;
- Ability to understand the Organization's structure and portfolios;
• Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
• Ability to produce quality work accurately and concisely according to deadlines;
• Capacity to work and adjust to different field contexts, to liaise with multiple stakeholders during field missions, including local governmental authorities, community-based organizations, civil society and community groups.

Languages
Fluency in English and Thai language is required.

**Required 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 – behavioural indicators *level 1*
• **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.

**How to apply:**
Interested candidates are invited to submit their applications via e-mail to ROBangkokHR@iom.int. Please include the reference code: ROBKK-SVN 2020-070 followed by your full name in the subject line.

Applications should include:
• **Cover letter**
• **Curriculum vitae**
• **Duly completed IOM Personal History Form (can be downloaded from http://thailand.iom.int/);**

**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 shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.