Open to Internal and External Candidates

Position Title: Project Officer
Duty Station: Bangkok, Thailand
Classification: Consultant
USD 3,600.00 per month
Type of Appointment: Consultancy, 06 months with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: August 02, 2017
Reference Code: CFCV No. 012/2017

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 46 members (countries and agencies), including the United Nations High Commissioner for Refugees (UNHCR), United Nations Office on Drugs and Crime (UNODC) and the International Organization for Migration (IOM).

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 Government in consultation with UNHCR and IOM.

The Project Officer will work in the RSO with the following objectives: To support the delivery of RSO activities and to perform other tasks in the context of the RSO and the establishment of Regional Cooperation Framework (RCF) initiatives.

Core Functions / Responsibilities:

Under the supervision of the Programme Coordinator, the Project Officer will support the delivery of RSO activities.

The Project Officer will be assigned, but not limited to, the following tasks:
1. Assist in the development and implementation of RSO projects, including the formulation of appropriate strategies, policies and plans of action related to the implementation of the Regional Cooperation Framework of the Bali Process.

2. Assist with the coordination of projects and contribute to their delivery in a timely manner and be responsible for its financial, administrative, and technical oversight in line with IOM / RSO policies and practices as well as donor requirements.

3. Closely liaise with Bali Member states counterparts as well as other key stakeholders.

4. Contribute to presentations, written and verbal reports and promote projects within RSO.

5. Assist the RSO Co-Manager and programme coordinator in preparing regular briefings on project implementation to Bali Member states. Represent RSO at bilateral, regional and intergovernmental meetings upon request by the RSO Co-Manager, including preparation and delivery of statements, coordination of background documents and reports and ensure appropriate distribution to key stakeholders.

6. Review and/or develop detailed work and activity plans in cooperation with project staff and in accordance with project documents. Ensure adherence to work plans, deadlines, and budgets.

7. Establish and maintain strong partnerships and liaison with government entities, embassies, UN agencies, non-governmental, and other stakeholders.

8. Coordinate knowledge management within the project for the purpose of team and organizational learning, reporting, and innovation.


10. Undertake duty travels with the aim of project implementation, liaison with counterparts, problem solving, and development of new initiatives, as required.

11. Perform such other duties as may be assigned.

**Required Qualifications and Experience**

- University degree with a minimum of two years of relevant professional experience.
- Operational and/or policy experience in migration, border control, people smuggling, trafficking in persons, or transnational crime;
- Project management; and Experience in liaising with governmental authorities, other national and international institutions;

**Languages**

Fluency in English;
Excellent English writing and communication skills;
**Required Competencies**

**Behavioural**

1. Takes responsibility and manages constructive criticism;  
2. Works effectively with all clients and stakeholders;  
3. Promotes continuous learning: communicates clearly;  
4. Takes initiative and drives high levels of performance management;  
5. Plans work, anticipates risks, and sets goals within area of responsibility;  
6. Displays mastery of subject matter;  
7. Contributes to a collegial team environment;  
8. Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);  
9. Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;  
10. Displays awareness of relevant technological solutions;

**Technical**

1. Effectively applies knowledge of migration, border control, people smuggling, trafficking in persons and/or transnational crime issues within organizational context;  
2. 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 August 02, 2017 at the latest. The form can be downloaded
Kindly indicate the reference code CFCV012/2017 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 19.07.2017 to 02.08.2017