Open to Internal and External Candidates

Position Title: Project Assistant
Duty Station: Bangkok, Thailand
Classification: General Service Staff (G4, THB 61,967.50 per month)
Type of Appointment: Special Short-Term Contract, 9 months with possibility of extension
Desired Start Date: As soon as possible
Closing Date: 03 July 2020
Reference Code: SVN013/2020

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.

1. ORGANIZATIONAL CONTEXT AND SCOPE:

Under the overall supervision of the Chief of Mission and direct supervision of the Project Officer, the successful candidate will extensively support to the implementation of Immigration and Border Management’s projects in IOM Thailand Country Office.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

Core Functions / Responsibilities

The successful candidate will have the following duties and responsibilities:

1. Contribute to the successful implementation of capacity building trainings and COVID-19 response activities by coordinating and following up with internal and external stakeholders.

2. Assist in organizing capacity building trainings and multi-stakeholder meetings, which include, but not limited to, liaising with training venues and government counterparts on administrative and logistical arrangement.

3. Travel to project implementation areas and support organization of capacity building activities, assessments, and other meetings.

4. Support the IBM unit in liaising with government stakeholders by scheduling meetings and preparing meeting materials.

5. Support the coordination with external experts/consultants for implementation of various project activities.

6. Liaise with in-house operational support (Procurement, Finance, Operations, and HR units) in term of administrative and financial issues e.g. Travel Authorization, Purchase Requisition, Payment Request, etc.
7. Carry out informal translation of documents (English to Thai) and other communications/materials as required.

8. Support to the unit reporting through collection of data from field and drafting training reports upon the completion of training events and ensure the project factsheet is up to date.

9. Perform such other duties and travels as may be assigned by the direct supervisor.

3. DESIRABLE COMPETENCIES:

Values
The incumbent is expected to demonstrate the following values and competencies:

- **Inclusion and 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 and 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;

Core Competencies

- **Teamwork:** Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team’s work;

- **Delivering results:** Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations;

- **Managing and sharing knowledge:** Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately;

- **Accountability:** Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated;

- **Communication:** Speaks and writes clearly and effectively.

4. EDUCATION AND EXPERIENCE:

- University Degree in international relations, political science, social science, or relevant field, who have 1-2 years of relevant working experience.

- Strong organizational and time management skills

- Ability to work in a multi-cultural environment and respect diversity

- Working experience or knowledge in migration issues for non-governmental organizations, international governmental organizations or government institutions is a strong asset

- Proven written and analytical skills
• Proven ability to produce quality work to set deadlines.
• Teamwork oriented but with a capacity to work independently
• Good writing and communication skills Computer literate

5. LANGUAGES

Fluency in English and Thai.

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 neighboring 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 neighboring 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 July 03, 2020 at the latest. The form can be downloaded from http://thailand.iom.int/sites/default/files/Recruitment/IOM%20Personal%20History%20Form%20with%20Declaration.xls Kindly indicate the reference code SVN013/2020 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 http://thailand.iom.int/);

Only shortlisted candidates will be contacted.

Posting period:
From 18.06.2020 to 03.07.2020