



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 (G4), (THB 61,967.50 per month)**  
Type of Appointment : **Special Short Term Contract,  
6 months with possibility of extension**  
Desired Start Date : **As soon as possible**  
Closing Date : **03 October 2019**  
Reference Code : **SVN045/2019**

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 direct supervision of National Officer of the Labour Mobility and Human Development Unit in Bangkok, and the overall supervision of the Programme Manager and the Chief of Mission in Bangkok, the successful candidate will support the implementation of the project "Poverty Reduction through Safe Migration, Skills Development and Enhanced Job Placement in Cambodia, Lao PDR, Myanmar and Thailand" through providing support to the implementation of programme activities and conducting research on labour migration.

#### **2. RESPONSIBILITIES AND ACCOUNTABILITIES:**

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

1. Support the implementation of qualitative and quantitative research activities under the Labour Migration Unit focusing on linkages between migration, skills development and poverty reduction, including providing administrative support for the development of research methodologies, data collection, drafting and finalization of research reports, and presentation and dissemination of research findings.
2. Record and compile relevant research data, information and findings as well as keep track of migration trends in the Greater Mekong Subregion.
3. Support the organization and implementation of cross-border training and in-service training programmes, including handling of logistical and administrative arrangements, and supporting facilitation of the training where necessary.
4. Support the organization of sectoral working groups meetings aiming to promote skills development and ethical recruitment initiatives, particularly to private sector actors, development of agendas, and evaluations of the success of the events.

5. Make logistical and administrative arrangements to support implementation of various project activities, such as meetings, workshops or trainings, including preparing and issuing invitations and associated documentation, making travel arrangements for participating delegates, identifying and securing suitable venues, coordinating bookings, and taking care of other related issues.
6. Assist the Labour Mobility and Human Development team in preparing project documents and communications materials including agenda, factsheets, minutes, and training materials, and contribute to their dissemination and delivery.
7. Support the team in drafting meeting/training reports, periodic donor reports, interim and final project reports.
8. Support with liaison with national project counterparts as necessary, including civil society organizations, employers and relevant government authorities.
9. Support with translations of project-related documents from English to Thai and vice versa.
10. Participate in labour migration activities at meetings, conferences and other events, on behalf of project and/or IOM.
11. Perform any other such duties as may be required.

### **3. DESIRABLE COMPETENCIES:**

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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**

- 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 agree.
- 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.

### **4. EDUCATION AND EXPERIENCE:**

- University Degree in Business Administration, Social Sciences, International Development, International Relations, Political Science, or relevant field.
- Strong organizational and time management skills.
- Strong quantitative and qualitative research skills.

- Ability to work in a multi-cultural environment and respect diversity.
- At least two years of work experience on migration, skills development, employer engagement and/or similar issues for nongovernmental organizations, international governmental organizations or government institutions, or business associations.
- Knowledge of hospitality, manufacturing, or construction industries in Thailand is an advantage.
- Knowledge of Cambodian, Laotian, and/or Myanmar languages is a distinct advantage.
- Sound knowledge of programme implementation and evaluation and familiarity with financial and business administration.
- Team work oriented but with a capacity to work independently.
- Excellent writing and communication skills.
- Computer literate

## 5. LANGUAGES

Fluency in English and Thai are required. Cambodia, Lao PDR, Myanmar languages are advantageous.

### ***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](mailto:bkkrecruitment@iom.int) by **October 03, 2019** 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 **SVN045/2019** 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 19.09.2019 to 03.10.2019