Open to Internal and External Candidates

Position Title: Project Assistant
Duty Station: Bangkok, Thailand
Classification: General Service Staff (G4)
Type of Appointment: Special Short-Term Contract, 06 months with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: July 19, 2017
Reference Code: SVN No. 006/2017 (EXT)

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 overall supervision of the Chief of Mission, and the direct supervision of the Project Officer (Migrant Assistance Unit) in Bangkok, the Project Assistant will be responsible for planning, managing and monitoring the implementation of Migrant Assistant Unit (MAU) project activities in Bangkok and IOM Thailand field locations, including Counter-Trafficking.

Core Functions / Responsibilities:

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

1. In coordination with MAU Bangkok team, develop strategies, approaches and methodologies to implement project activities in order meet project objectives;

2. Ensure project activities are implemented on schedule and within budget, while ensuring the production and timely submission of financial reports in accordance with IOM internal procedures and donor requirements.

3. Provide regular written and verbal updates to the Project Officer on progress of implementation of project activities, including notification of any challenges encountered;

4. Prepare periodic reports on project implementation in a timely fashion and in accordance with donor requirements;
5. Build and maintain relationships with Royal Thai Government (RTG) counterparts, project partners, UN agencies, NGOs, community-based organizations and any other key stakeholders;

6. Liaise with RTG counterparts, local authorities, NGOs and community-based organizations to ensure smooth implementation of the project;

7. Monitor RTG policy as it relates to project activities, including policies relating to human trafficking, labour migration and migrants rights, and provide updates on important policy development to project staff;

8. Represent IOM and provide technical assistance, at local and provincial government, civil society and meetings as required, particularly in relation to counter trafficking and migrant rights.

9. Provide guidance and regularly monitor the work of field offices, including Mae Sot and Ranong, ensuring activities are conducted in accordance with project work plans and field staff are supported when encountering any challenges in implementation.

10. Undertake duty travels within Thailand, as necessary to ensure smooth implementation of the project activities and to monitor activities undertaken in the field;

11. Ensure the production of information, education and communication (IEC) materials in close consultation with project staff, project partners and government/non-government stakeholders;

12. Collect data as it relates to victims of trafficking (VOT) and enter data into MIMOSA database;

13. Organize and coordinate events, including, capacity building workshops, trainings, meetings and outreach activities for information campaigns;

14. Assist workshop trainers/facilitators in conducting workshops in order to improve delivering methods, achieve workshop objectives, and enhance participants’ involvement and commitment to the workshop;

15. Provide technical supervision in the design and implementation of monitoring and evaluation tools, including assessments, surveys and interviews, in order to document and determine the progress and impact of the project;

16. Provide VOT screening support and conduct VOT screening interviews as required by IOM’s Assisted Voluntary Return and Reintegration (AVRR) unit, or upon request from other IOM missions in the Asia-Pacific region;

17. Act as national staff focal point for human trafficking at IOM Thailand, including monitoring and assisting implementation of any human trafficking related programs and activities;

18. Perform such other duties as may be assigned by the Project Officer.
**Required Qualifications and Experience**

- University degree in law, international relations, political science, social science, or relevant field;
- 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 evaluation and familiarity with financial and business administration;
- Team work oriented but with a capacity to work independently;
- Strong organizational and time management skills;
- Ability to work in a multi-cultural environment and respect diversity;
- Good writing and communication skills;
- Computer literate;

**Languages**

Fluency in English and Thai, Ability to communicate in Burmese or other languages spoken by minority groups from Myanmar is an advantage.

**Required Competencies**

- **Accountability** – takes responsibility for action and manages constructive criticisms
- **Client Orientation** – works effectively well with client and stakeholders
- **Continuous Learning** – promotes continuous learning for self and others
- **Communication** – listens and communicates clearly, adapting delivery to the audience
- **Creativity and Initiative** – actively seeks new ways of improving programmes or services
- **Leadership and Negotiation** – develops effective partnerships with internal and external stakeholders;
- **Performance Management** – identify ways and implement actions to improve performance of self and others.
- **Planning and Organizing** – plans work, anticipates risks, and sets goals within area of responsibility;
- **Professionalism** - displays mastery of subject matter
- **Teamwork** – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- **Technological Awareness** – displays awareness of relevant technological solutions;

**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 **July 19, 2017** at the latest. The form can be downloaded from [http://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B282012%2B.xls](http://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B282012%2B.xls) Kindly indicate the reference code SVN006/2017 (EXT) 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 11.07.2017 to 19.07.2017