Open to Internal and External Candidates

Position Title: National Project Officer (2 positions)
Duty Station: Bangkok, Thailand
Classification: National Officer (NO-A)
THB 121,185.17 per month
Type of Appointment: Special Short-Term Contract, 6 months with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: May 4, 2018
Reference Code: SVN 006/2018

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 direct supervision of Programme Officer (CREST) in Bangkok, and the overall supervision of Head of Labour Mobility and Human Development in Bangkok, the successful candidate will support and coordinate the implementation of projects in partnership with the private sector in the framework of IOM’s CREST (Corporate Responsibility in Eliminating Slavery and Trafficking) initiative, through providing technical and administrative specialized support in the implementation of project activities and management of partnerships under various relevant projects.

Core Functions / Responsibilities:

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

1. Participate in the design and plan, coordinate, implement and monitor project activities in Thailand, and coordinate and monitor activities implemented in other project countries with particular focus on labour supply chain mappings, event organization, training delivery to businesses and labour recruiters, pre-departure and post-arrival orientation and services for migrant workers and other relevant activities.
2. Support the development and implementation of project communication strategy, including preparation and distribution of specific communication materials and monitoring compliance of project partners with the project visibility guidelines.

3. Prepare and coordinate preparation of project donor reports, and provide administrative coordination to maintain and update project documentation as required.

4. Act as focal point with non-state project partners, including finalization of agreements and monitoring of performance.

5. Liaise with national project counterparts as necessary, including civil society organizations, business associations and relevant government authorities.

6. Facilitate knowledge and information sharing between Country Offices engaged in project implementation and with other IOM thematic and regional networks.

7. Gather and analyze information on key trends, relevant policy developments and practice by various stakeholders in project countries pertaining to strengthening the role of businesses in tackling labour exploitation of migrant workers and promoting ethical recruitment.

8. Carry out data collection and analysis, and draft and disseminate internal and external knowledge and information materials based on the evidence generated by CREST Thailand.

9. Participate in the development of labour migration portfolio and respective resource mobilization at IOM Thailand, in particular based on CREST lessons learnt and contact network.

10. Represent IOM Thailand's labour migration activities at meetings, conferences and other events, as necessary.

11. Perform such other duties as may be required.

Required Qualifications and Experience

- University degree in economics or management, sociology, or a related field from an accredited academic institution
- At least two years of relevant professional experience working on labour migration, international labour recruitment and corporate sustainability and compliance programmes or related areas
- Knowledge and understanding of key issues and players pertaining to labour migration, ethical recruitment and human trafficking;
- Demonstrated experience in project development, implementation, analysis and evaluation
- Experience liaising with the private sector, governmental and diplomatic authorities and international organizations
- Strong quantitative and qualitative research skills, proven experience in sociological field research an advantage
- Expertise in statistical analysis and use of statistical packages such as SPSS is an advantage.
- Demonstrated ability to meet deadlines and to write clearly and accurately;
- Knowledge and understanding of migration issues in Thailand.
- Ability to work in a multicultural team and with counterparts at different levels
- Team work oriented but with a capacity to work independently
- Excellent writing and communication skills
- Computer literate

**Languages**

Fluent in English and Thai. Knowledge of Cambodia, Lao PDR and Myanmar languages will be considered a significant advantage.

**Required Competencies**

The incumbent is expected to demonstrate the following competencies:

- **Accountability** – Follows all relevant procedures, processes, and policies
- **Client Orientation** – Establishes and maintains effective working relationships with clients
- **Continuous Learning** – Keeps abreast of developments in own professional area
- **Communication** – Clearly communicates, and listens to feedback on, changing priorities and procedures
- **Creativity and Initiative** – Proactively develops new ways to resolve problems
- **Leadership and Negotiation** – Actively identifies opportunities for and promotes organizational change
- **Performance Management** – Holds directly reporting managers accountable for providing fair, accurate, and constructive staff evaluations
- **Planning and Organizing** – Allocates appropriate times and resources for own work and that of team members
- **Professionalism** - Correctly frames migration issues within their regional, global, and political context
- **Teamwork** – Actively contributes to an effective, collegial, and agreeable team environment
- **Technological Awareness** – Learns about developments in available technology
- **Resource Mobilization** - Establishes realistic resource requirements to meet IOM needs

**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 **May 04, 2018** at the latest. The form can be downloaded from [https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B%282012%29.xls](https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B%282012%29.xls) Kindly indicate the reference code SVN006/2018 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](http://thailand.iom.int));

Only shortlisted candidates will be contacted.

**Posting period:**
From 20.04.2018 to 04.05.2018