Open to Internal and External Candidates

Position Title: Project Assistant
Duty Station: Phang Nga, Thailand
Classification: General Service Staff (G2)
Type of Appointment: Special Short-Term Contract, 06 months with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: November 8, 2017
Reference Code: SVN No. 010/2017 (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 Emergency and Post-Crisis Project Manager, the successful candidate will assist in implementing emergency health care and delivery of material and service support for minority groups from Myanmar and other vulnerable migrants detained at Immigration Detention Centres (IDCs), Shelters for Children and Families, and Welfare Protection Centres for Victims of Trafficking in Thailand.

Core Functions / Responsibilities:

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

1. Assist in assessing the material and service support needs at the IDC and Shelter in Phang Nga Province in terms of health assistance, supplemental nutrition, non-food items (NFIs) and water, sanitation and hygiene (WASH) support.

2. Regularly visit the Welfare Protection Centres for Victims of Trafficking in Suratthani province to provide material and service support in terms of health assistance, nutrition, NFIs and WASH, in coordination with the project team in Bangkok.

3. In coordination with the project team in Bangkok, assist in the day-to-day implementation of material and service support to the beneficiaries and other vulnerable migrants in accordance with assessed humanitarian needs.
4. Assist in liaising with the local Royal Thai Government (RTG) counterparts, in particular the Immigration Bureau (IB) and the Ministry of Social Development and Human Security (MSDHS), on the provision of material and service support, and in particular the strengthening of effective referral systems for the treatment and care of detainees.

5. Assist in monitoring the procurement, delivery and/or installation of the materials and services, with a particular emphasis on the quality and effectiveness of the materials and services being provided to meet and exceed donor standards.

6. Submit payment requests, receipts, etc. to the Project Assistant and Finance Officer in Bangkok in regards to the financial implementation requirements. Prepare expenditure report based on cash transactions on a regular basis.

7. Regularly meet with local relevant stakeholders, including the RTG counterparts, UN agencies, NGOs, and CBOs, to coordinate on-going interventions between the actors.

8. Report regularly to the project team in Bangkok on the progress of material and service support implementation, humanitarian needs, upcoming challenges, as well as on meeting outcomes and discussions with local counterparts.

9. In coordination with the project team in Bangkok, ensure that the donor’s visibility requirements are met and executed including any communications activities (e.g. press briefing, press notes, etc.) that may be requested.

10. If necessary, undertake duty travel to Bangkok or other relevant provinces to assist in the implementation of the project activities.

11. Perform such other duties as may be required.

**Required Qualifications and Experience**

- University Degree in Law, International Relations, Business Management Political Science, Social Science, or relevant field
- At least 1 year experience in administrative field
- Experience in migration issues for non-governmental organizations international governmental organizations or government institutions
- Good writing and communication skills
- Computer literate.

**Languages**

Fluency in English and Thai

**Required Competencies**

- **Accountability** – Meets deadline, cost, and quality requirements for outputs
- **Client Orientation** – Identifies the immediate and peripheral clients of own work
- **Continuous Learning** – Demonstrates interest in improving relevant skills
- **Communication** – Writes clearly and effectively, adjusting wording to the intended audience
- **Performance Management** – Provides constructive feedback to colleagues
- **Professionalism** - Masters subject matter related to responsibilities
- **Teamwork** – Actively contributes to an effective, collegial, and agreeable team environment

**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 **November 8, 2017** at the latest. The form can be downloaded from [https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BFor m%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 **SVN010/2017 (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](http://thailand.iom.int));

Only shortlisted candidates will be contacted.

**Posting period:**
From 30.10.2017 to 08.11.2017