Open to Internal and External Candidates

Position Title: Project Assistant  
Duty Station: Bangkok, Thailand  
Classification: General Service Staff (G3)  
THB 49,128.25 per month  
Type of Appointment: Special Short-Term Contract, 06 months with possibility of extension  
Estimated Start Date: As soon as possible  
Closing Date: November 02, 2017  
Reference Code: SVN No. 013/2017

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 the Emergency and Post-Crisis Manager (EPC), the successful candidate will contribute to the implementation of material and service support to minority groups from Myanmar and other vulnerable migrants in Immigration Detention Centres, 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. Provide clerical support in assessing the material and service support needs in various project locations in terms of health assistance, supplemental nutrition, non-food items (NFIs) and water, sanitation and hygiene (WASH) support.

2. Assist EPC staff in liaising with relevant stakeholders including the informal translation of official letters and administrative preparation of meetings.

3. Provide clerical assistance to EPC staff on the delivery of material and service support to minority groups from Myanmar and other vulnerable migrants.

4. Support Project Manager in monitoring the 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.

5. Assist Project Manager in ensuring that the donor’s visibility requirements are met and executed.

6. Support EPC staff in regularly updating Migrant Information Application (MIA) database.

7. Conduct field visits to the various locations when deemed necessary.

8. Perform such other duties as may be required.

**Required Qualifications and Experience**

- University degree in Business Administration and/or Management, International Relations, Political Science, Social Science, or relevant field from accredited academic institution with at least 1 year of relevant working experience.
- At least 1 year 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
- Strong organizational and time management skills
- Ability to work in a multi-cultural environment and respect diversity
- Team work oriented but with a capacity to work independently
- Good writing and communication skills
- Computer literate with excellent knowledge of excel

**Languages**

Fluency in English and Thai.

**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
- **Performance Management** – identify ways and implement actions to improve performance of self and others.
- **Professionalism** - displays mastery of subject matter
- **Teamwork** – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
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 02, 2017 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 Kindly indicate the reference code SVN013/2017 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 19.10.2017 to 02.11.2017