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, 06 months with possibility of extension  
Estimated Start Date: As soon as possible  
Closing Date: November 10, 2017  
Reference Code: SVN No. 014/2017

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 Senior Programme Manager in Bangkok, and the overall supervision of the Chief of Mission in Bangkok, the successful candidate will support the implementation of the projects “Assessing Potential Changes in Migration Patterns of Lao Migrants and their Impacts on Thailand and Lao PDR” and “Poverty Reduction through Skills Development for Safe and Regular Migration in Cambodia, Lao PDR, Myanmar, Thailand and Vietnam” through providing logistical and administrative support in the organization of project events and labour migration research conduct.

Core Functions / Responsibilities:

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. 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.

4. Assist the Labour Migration team in preparing project documents and communications materials including agenda, factsheets, minutes, and training materials, and contribute to their dissemination and delivery.

5. Support the labour migration team in drafting meeting/training reports, periodic donor reports, interim and final project reports.

6. Support with liaison with national project counterparts as necessary, including civil society organizations, employers and relevant government authorities.

7. Support with informal translations of project-related documents from English to Thai and vice versa.

8. Participate in labour migration activities at meetings, conferences and other events, as necessary and in close coordination with the supervisor.

9. Perform any other such duties as may be required.

**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
- Strong organizational and time management skills
- Strong quantitative and qualitative research skills
- Ability to work in a multi-cultural environment and respect diversity
- 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

**Languages**

Fluency in English and Thai ability to communicate in Cambodia, Lao PDR, Myanmar, and Vietnam languages is an advantage.

**Required Competencies**

- **Accountability** – takes responsibility for action and manages constructive criticisms
- **Client Orientation** – Identifies and monitors changes in the needs of all clients, including donors, governments, and project beneficiaries
- **Continuous Learning** – Contributes to colleagues' learning
- **Communication** – Actively shares relevant information
- **Creativity and Initiative** - Proactively develops new ways to resolve problems
Leadership and Negotiation - Presents goals as shared interests

Performance Management – Provides constructive feedback to colleagues

Planning and Organizing - Organizes and documents work to allow for planned and unplanned handovers

Professionalism - Effectively applies knowledge of migration issues within organizational context

Teamwork – Contributes to, and follows team objectives

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 10, 2017 at the latest. The form can be downloaded from https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B2012%2B.xls Kindly indicate the reference code SVN014/2017 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 27.10.2017 to 10.11.2017