



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Senior Regional Programme Assistant**  
Duty Station : **Bangkok, Thailand**  
Classification : **General Service Staff, G6**  
Type of Appointment : **One Year Fixed Term**  
Estimated Start Date : **As soon as possible**  
Closing Date : **14 July 2024**

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 with 174 member states and a presence in over 100 countries. 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:**

The International Organization for Migration (IOM) Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand oversees and provides strategic and technical support to IOM activities within the region. Within the RO Bangkok structure, the Regional Thematic Specialists (RTSs) provide support to 40 IOM Country Offices (COs) within the region on programme management and RPLU provides support for national and regional migration dialogue and policy development in the region.

Under the overall supervision of the Regional Director and the direct supervision of the Sr. Regional Thematic Specialist and Sr. Regional Policy Officer based in the Regional Office for Asia and Pacific, Bangkok, Thailand, the incumbent is responsible and accountable for providing administrative and technical support to RTS/SRPLO with a special emphasis on knowledge management and communication with Country Offices within the Region (COs), in coordination with concerned Units.

### **Core Functions / Responsibilities:**

1. Support analysis and knowledge management at regional level regarding projects & programmes endorsed and provide updated project information in the project endorsement matrix.
2. Support the preparation, development and dissemination of knowledge products and information materials on thematic topics, such as in the format of weekly news digest, monthly work updates, among others.
3. Maintain stakeholder contact lists, including the thematic focal points in the region, as well as external stakeholders from public and private sectors, development partners, and others.



4. Assist in capacity building of IOM COs through the organization of thematic webinars, in-person and virtual trainings, and dissemination of internal and external resources.
5. Assist in increasing the visibility of IOM's work in the region, through maintaining IOM's thematic webpages and preparing social media posts, in close coordination with the Media and Communications Unit.
6. Support the organization of regional meetings, seminars, and conferences, managing the administrative aspects and logistics as required.
7. Assist in the preparation for and participate in internal and external meetings, and draft notes for file and meeting reports.
8. Provide general secretarial and technical support to the RTSs and SRPLO.
9. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- University degree in International Relations, Social Sciences, Economics or similar nature from an accredited academic institution with four years of relevant work experience, or High School diploma with six years of relevant professional experience.

### **Experience**

- Experience in development cooperation with international or non-governmental organizations.
- Knowledge of programme development and implementation.
- Demonstrated interest in migration issues and policies.

### **Skills**

- Knowledge on UN programme management.
- Strong skills in report writing.
- Ability to work successfully in an international, multicultural team environment.

### **Languages**

- IOM's official languages are English, French, and Spanish.

### **Required**

- Fluency in English and Thai is required (oral and written).

### **Desirable**

- Working knowledge of Thai.

## ***Required Competencies***

**Values** *All IOM staff members must abide by and demonstrate these five values:*

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.



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- **Integrity and transparency:** Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

#### **Core Competencies – Behavioural indicators - Level 2**

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** Produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** Continuously seeks to learn, share knowledge and innovate.
- **Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** Encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

#### **Managerial Competencies – Behavioural indicators – Level 2**

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

#### **How to apply:**

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement. Please attach the following documents in your application:

- Cover letter, indicating the date of availability
- Curriculum Vitae



## **Other**

1. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
2. Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
3. IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.
4. IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
5. This post is subject to local recruitment. Only those holding a valid residence and have the right to work in Thailand will be eligible for consideration.
6. For non-Thai candidates applying for this position, proficiency (either fluency or working knowledge) of the Thai language is mandatory.
7. Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.