

### **Open to Internal and External Candidates**

Position Title	: <b>Programme Manager (Stakeholder Engagement and Events)</b>
Duty Station	: <b>Bangkok, Thailand</b>
Classification:	<b>Consultancy</b>
Type of Appointment	: <b>Consultant Contract (until 31 July 2025 with possibility of extension)</b>
Desired Start Date	: <b>As soon as possible</b>
Closing Date	: <b>12 November 2024</b>
Reference Code	: <b>CFA12024/2024</b>

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.

#### **1. ORGANIZATIONAL CONTEXT AND SCOPE:**

The Bali Process on People Smuggling, Trafficking in Persons and Related Transnational Crime (Bali Process) is a non-binding and state-driven process involving 49 members (countries and international agencies), including the United Nations High Commissioner for Refugees (UNHCR), the International Labour Organization (ILO), the International Organization for Migration (IOM) and the United Nations Office of Drugs and Crime (UNODC), as well as a number of observer countries and international agencies who participate in this voluntary forum. More information about the Bali Process can be found at [www.baliprocess.net](http://www.baliprocess.net).

The RSO was established in 2012 to facilitate the operationalisation of the Regional Cooperation Framework (RCF) to reduce irregular migration in the Asia and Pacific region. The RSO aims to support and strengthen practical cooperation on refugee protection and international migration, including human trafficking and people smuggling, and other components of migration management in the region. The RSO is co-managed by the Australian and Indonesian Governments. More information can be found at [www.rso.baliprocess.net](http://www.rso.baliprocess.net).

## **2. RESPONSIBILITIES AND ACCOUNTABILITIES**

Reporting to the RSO Co-Managers and Programme Coordinator, the Consultant is expected to perform the following tasks during the period covered under this contract.

### **2.1 Lead delivery of RSO Flagship Events**

- Support the coordination and delivery of the 2025 Border Forum and Alumni Day (28-30 January 2025), working together with the RSO Border and Migration Management Team.
- Lead the delivery of the 2025 Constructive Dialogue and Annual Reception (25-26 February) and Members' Engagement Function and coordinated week of activity (June/July 2025).
- Secure input from key Stakeholders from Bali Process Working Groups to shape the RSO Constructive Dialogue and support development of Collective Efforts from across Bali Process members.
- Lead on all aspects of event planning and coordination – from agenda and concept note development, to stakeholder management with attendees and speakers, to event logistics and information.
- Support inputs from participants to draft and shape development of Outcome Reports for flagship events, securing buy-in from participants and Bali Process Member and Observer States and Organisations. These should be published within two months of the event's conclusion.
- Lead on reporting from activities as required and lead the consolidation of an RSO Event Management Procedural Instruction Handbook.

### **2.2 RSO Partnerships Strategy**

- Develop the RSO Partnerships Strategy and develop an annual schedule for briefings & engagements across key stakeholders for the RSO team. Priority stakeholders will include embassies of Bali Process Member States, and Bali Process Member Organisations.
- Development of internal guidance to support briefings, and subsequent feedback to the team.
- Review and oversee update to supporting library of materials – i.e. RSO slide-deck, RSO souvenirs.

### **2.3 Development of RSO Networks**

- Guide the continued development of the RSO Alumni Network, including opportunities for Alumni to participate in RSO activities, development of mentorship roles, and the establishment of a monitoring and evaluation approach for the Alumni Network.
- Develop and Implement the Regional Information, Liaison and Outreach Network (RILON) framework to support continued cooperation and dialogue for cross-border counterparts who are brought together around a thematic topic by RSO activities.

### **2.4 RSO Stakeholder Database**

- Oversee the upgrade to the RSO Stakeholder database and maintenance of focal points across Bali Process members.
- Manage the RSO annual stakeholder refresh and health check including the development and refinement of specific engagement and contact procedural instructions for all Bali Process Members and Observers.

### **2.5 General**

- Perform other duties that may be assigned.

## **3. REQUIRED QUALIFICATION AND EXPERIENCE**

### **Education:**

- A Bachelor's or Master's (desirable) degree in Communications and Marketing, International Relations, or any relevant field from an accredited academic institution with eight years of relevant professional experience.

### **Experience:**

- Experience working with or in Government or an International Organisation and/or with Bali Process Member States in the areas of international development assistance, capability development and/or capacity building.

- Relevant professional experience in refugee protection and international migration, including trafficking in persons and people smuggling and related transnational crime, and other components of migration management.
- Experience in programme and project management including delivery of major events, and stakeholder management.
- Demonstrated experience in achieving outcomes in a cross-cultural and high-pace environment.
- Demonstrated experience managing multiple priorities and delivering results across a broad and diverse work plan.
- Demonstrated experience in engaging appropriately with stakeholders across a range of fields (Government, IO, NGO, Private Sector), including with senior level stakeholders.
- Demonstrated experience leading a team.
- Experience developing, supervising and mentoring staff.
- Motivated by the opportunity to contribute to the work of the RSO.

#### **Skills:**

- Ability to work collaboratively and build partnerships and networks.
- Ability to engage with, listen to and mobilise teams to successfully accommodate challenges and achieve beneficial outcomes.
- Ability to work under limited direction.
- Intellectual ability and personal resilience to positively challenge conventional ways of doing things. Has the judgment and integrity to engage constructively with risk.
- Ability to achieve RSO outcomes to a high degree. Ability to work to tight deadlines and ensure RSO outcomes are delivered to agreed requirements.
- Strong ability to effectively communicate with influence in oral and written English.

#### **Languages:**

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

#### **4. DESIRABLE COMPETENCIES**

##### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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**

- 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.

### **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.

### **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.**

- a cover letter, indicating the dates of availability and how you heard about this job opportunity;
- a curriculum vitae;
- a duly completed IOM Personal History Form which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbd11371/files/Vacancies/Form/iom-personal-history-form-270122.xls>.

**Only shortlisted candidates will be contacted.**

Salary and conditions information:

- The successful candidate will be engaged under an IOM contract working for the Regional Support Office and their conditions of service will be governed by their contract. The contract will include annual and sick leave only. The successful candidate is responsible for determining their taxation liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws. The successful candidate is responsible for determining their own pension fund arrangements.
- The position duty station is Bangkok, Thailand. Relocation assistance and working visa assistance will be provided by the IOM for the successful candidate, if required.
- The position requires a minimum 3 days office-based work \*subject to change\*.
- The starting salary of USD \$ 4,590.00 will be paid monthly. Salary increases occur in line with the 'RSO Personnel – Classification and Salary' Guidelines.

***Posting period: From 30/10/2024 to 12/11/2024***