

Open to Internal and External Candidates

Position Title	: Senior Programme Assistant (Open for Thai Nationals Only)
Duty Station	: Bangkok, Thailand
Classification	: General Service (G-6, THB 90,432.33 per month)
Type of Appointment	: Special Short-Term Contract Initial 6 months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: 20 May 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. 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 International Organization for Migration (IOM) in Thailand implements a range of national and regional projects aimed at addressing migration challenges and delivering increased protection and assistance to vulnerable migrants in partnership with government, civil society and private sector counterparts.

Under the Protection Unit, the International Organization for Migration (IOM) in Thailand implements a range of national and regional projects aimed at addressing migration challenges and delivering increased protection and assistance to vulnerable migrants in partnership with government, civil society and private sector counterparts. Through research, policy interventions, capacity-building and outreach, these projects aim to develop sustainable solutions to reduce systemic vulnerabilities and to provide increased support to vulnerable migrants, including victims of trafficking, internally displaced persons, refugees, asylum seekers, unaccompanied minors, and exploited and abused migrants.

IOM also supports the development of sustainable solutions to reduce systemic vulnerabilities and to provide increased support to vulnerable migrants, including stranded migrants, victims of trafficking, asylum seekers, unaccompanied minors, and exploited and abused migrants. Projects support in the delivery of protection and assistance to vulnerable and stranded migrants, assistance for voluntary return, as well as the reintegration of migrants through the provision of a wide range of services, in line with IOM's integrated approach to reintegration. This includes reintegration counselling as well as economic, social and psychosocial assistance at the individual, collective and community levels.

Under the overall supervision of the Head of Protection Unit (PXU), and the direct supervision of the Programme Officer, Return and Reintegration, the Senior Programme Assistant (G6) will be responsible for supporting the planning, implementation and monitoring of AVRR activities in Thailand.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

- Provide overall support to the day-to day management, implementation and monitoring of AVRR interventions under IOM Thailand's Protection portfolio, including timely delivery, quality control, administrative matters, follow-up and monitor that financial support is in line with IOM policies, procedures, and donor requirements.
- Supervise case management staff, perform quality control checks to keep accuracy, timelines and compliance with established Protection and AVRR procedures and guidelines
- Coordinate the facilitation of return and reintegration assistance to migrants in vulnerable situations in Thailand as well as Bali Process member States, like (vulnerability screenings, medical checkups and assessments, coordination with IOM missions, government and non-government stakeholders, service providers, airlines, embassies etc.).
- Provide administrative support and monitoring including preparing AVRR forms and letters to implementing partners, regularly updating/managing the AVRR database (communication, departures, approval, applicants, expenses, etc.), as well as tracking of expenditures in coordination with the Programme Officer and Resource Management Unit.
- Carry out and coordinate individual sessions with migrants in vulnerable situations and apply screening and vulnerability assessments surveys to provide in-kind assistance and referral services to protection actors in line with IOMs protection principles and approaches.
- Collect and complete beneficiary profiles and needs assessments, including vulnerability data, document and filing case records in IOMs database (MIMOSA) in accordance with IOM Data Protection Principles.
- Monitor the administration of surveys to assess level and progress of reintegration, and support the other overall evaluations of the programme.
- Liaise with IOM counterparts, and other protection actors to support family tracing, reunification, and verification, particularly for unaccompanied or separated migrant children, so they can receive referral services and further assistance.
- Contribute to the design and facilitation of technical and capacity building programmes on protection to relevant government and non-governmental actors in line with IOMs protection policies and principles.
- Maintain positive relations with local implementing actors and stakeholders for the successful and timely implementation of technical and capacity building support as well as protection services to vulnerable migrants.
- Draft, consolidate and review periodic donor reports and updates, narrative and financial project reports;
- Provide technical inputs and support for the development of project proposal, thematic papers, policy level documents.
- Undertake duty travel as required.
- Perform such other duties as may be assigned.

3. QUALIFICATIONS AND EXPERIENCE

EDUCATION

- High school diploma with at least six years of relevant professional experience; or,
- Bachelor's degree in law, international relations, political science, or a related field from an accredited academic institution with at least four years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

EXPERIENCE

- Experience working for non-governmental organizations, international governmental organizations or government institutions;
- Experience working on the protection and assistance of vulnerable migrant populations, including victims of trafficking, unaccompanied or separated migrant children, victims of gender based violence, persons with disabilities, mental health or psychosocial needs, amongst others.
- Experience providing technical and capacity building support to government and non-government counterparts.
- Experience in project management, monitoring and evaluation and reporting as well as data management.
- Experience drafting guidance and/or thematic documents;
- Experience working in a multi-cultural environment and demonstrated capacity to respect diversity.

SKILLS

- Demonstrated ability to maintain confidentiality is mandatory.
- Sound knowledge of programme implementation and evaluation.
- Proven understanding of migration dynamics in Thailand and of vulnerabilities experienced by migrant populations.
- Demonstrated knowledge of information technology and proficiency with Microsoft Office applications, including Excel, PowerPoint, Publisher, and SharePoint.
- Good drafting skills will be an asset.

4. LANGUAGES

- Fluency in Thai and English is required (oral and written).
- Working knowledge of Burmese or other languages spoken by minority groups from Myanmar, Cambodia and Lao is desirable.

5. DESIRABLE COMPETENCIES:

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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: displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Delivering results: monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Managing and sharing knowledge: encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Accountability: plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Communication: seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.

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.**

- a cover letter, indicating the dates of availability;
- a curriculum vitae;
- a duly completed IOM Personal History Form which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbdl1371/files/Vacancies/Form/iom-personal-history-form-270122.xls>.

Other

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.
- 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.
- 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.
- 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.
- Only applicants who meet the above qualification will be considered.

For further information and other job postings, you are welcome to visit our website: [Careers | IOM Thailand](#).