

**Open to Internal and External Candidates**

Position Title	: <b>Project Assistant</b> <i>(Opens for Thai National Only)</i>
Duty Station	: <b>Bangkok, Thailand</b>
Classification	: <b>General Service (G-5, THB 74,905.75 per month)</b>
Type of Appointment	: <b>Special Short-Term Contract</b> <b>Initial 6 months with possibility of extension</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>22 May 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:**

Under the overall supervision of the Migration Health Officer and direct supervision of the Project Coordinator, the successful candidate will support the implementation of Migration Health Unit's projects in IOM Thailand Country Office.

**2. RESPONSIBILITIES AND ACCOUNTABILITIES:**

- Assist Project Coordinator in liaising with implementing non-governmental organizations (NGOs) partners and in preparing the Project Implementation Service Contracts for H2 (Health promotion and assistance) and H3 (Assistance to crisis-affected population) projects;
- Assist on individual project activities and local partnerships including liaison with diverse organizational units and external parties; community outreach and direct assistance to migrants;
- Assist with capacity building for relevant government authorities, private sector, civil society organizations, and health volunteers;
- Liaise with national project counterparts as necessary, including but not limited to, the Ministry of Public Health authorities, civil society organizations, implementing partners, health volunteers etc.
- Support in facilitating inter-agency meetings such as UNMN Sub-Working Group including but not limited to, convening the meeting, scheduling and liaising with migration health actors, producing related documents and meeting minutes, and making logistical and administrative arrangements as needed;
- Travel to project implementation areas and support the field monitoring, as well as activities implementation and organization of relevant events;

- Assist Disease Surveillance Teams and the implementing Partners in target locations in preparation of conducting health activities among migrant communities;
- Record and compile relevant migration health data, information and findings;
- Support in project implementation, such as delivery of materials and services, and liaise with inhouse operational support (Procurement, Finance, Operations, and HR units) in term of administrative and financial issues e.g. Advance Payment, Travel Request, Purchase Requisition, Payment Request, etc.;
- Carry out informal translation of documents (English to Thai) and other communications/materials as required, and assist in selecting the tools and methodologies to be used for engaging migrant communities in raising health awareness and prevention;
- Support Project Manager and Project Coordinator in donor reporting by regularly collecting data and updates from the implementing NGOs and reviewing Implementing Partner's narrative and financial reports; and
- Perform such other duties as may be assigned.

### **3. QUALIFICATIONS AND EXPERIENCE**

#### **EDUCATION**

- High school diploma with at least five years of relevant working experience; or,
- Bachelor's degree in public health, social science, international relations, political science, or any related field from an accredited academic institution with at least three years of relevant working experience.

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

#### **EXPERIENCE**

- Experience with project implementation, monitoring and reporting
- Experience in area relevant to migration and/or human rights issues for non-governmental organizations, international governmental organizations or government institutions is a strong asset.

#### **SKILLS**

- Excellent writing, communication and analytical skills
- Strong organizational, coordination and time management skills and ability to produce quality work to set deadlines
- Ability to work in a multi- cultural environment and respect diversity
- Teamwork oriented but with a capacity to work independently
- Computer literate.

#### 4. LANGUAGES

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

#### 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 1*

- Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Delivering results: Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Managing and sharing knowledge: Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Communication: Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.

##### ***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](#).