

Open to Internal and External Candidates

Position Title	: Programme Assistant (Child Protection)
Duty Station	: Bangkok, Thailand
Classification	: General Service (G-4, THB 61,967.50 per month)
Type of Appointment	: Special Short-Term Contract (9 months with possibility of extension)
Estimated Start Date	: As soon as possible
Closing Date	: 22 November 2024

(Open for Thai Nationals Only)

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 Program Manager, Protection, and the direct supervision of the National Project Officer (Child Protection), based in Bangkok, the Program Assistant (Child Protection) will be responsible for supporting the implementation of child protection project activities implemented by Protection Unit of IOM Thailand.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

- Support the day-to-day project implementation under the IOM's child protection portfolio, including IOM project activities in enhancing Alternative to Detention (ATD) of migrant children and protection and assistance of vulnerable migrant children at Mother and Children Reception Center and government-run shelters.
- Conduct needs assessment, apply the individual rights-based care plan, and provide protection services for children in MCRC and in community placements following their release in close coordination with IOM's Child Protection team, as well as other units such as Preparedness Response and Recovery Unit, and Migration and Health Unit, as well as government counterparts and Civil society organizations and follow-up that all individual support plans are in line with IOM's Protection Framework and Case Management Guidelines, including adherence to IOM's principles of Assistant.
- Support the project team in maintaining accurate and secure case note documentation, ensuring all relevant details—such as contact information, assessments, Assistant plans, monitoring outcomes, communications, and beneficiary feedback—are recorded in a timely manner and complies with IOM's data protection policies.

- Contribute to the project team in developing technical guidance on social work and child protection, as well as in developing case management tools, manuals and guidelines to ensure that all services provided to migrant children and families align with IOM's Protection Framework and Case Management Guidelines and MOU ATD Framework in Thailand.
- Support the project team with program's data collection efforts, as well as the data inputs for IOM's MIMOSA database.
- Liaise with migrant communities at early stage, assist to identify their needs and support under IOM's vulnerability criteria and communicate within the Protection Unit (PXU) for further planning of tailored services.
- Support the preparation and delivery of migrant assistant activities in IOM project sites, including conducting case visits in communities (Bangkok and neighbouring areas), and Shelter for Children and Families in targeted provinces.
- Provide general and clerical support services for workshops or meetings with governmental and non-governmental stakeholders, including preparing the Concept Notes, agenda and identifying potential participants and to prepare minutes of meetings, activity reports, and monthly progress updates relating to the responsibilities of this position.
- Perform other duties as assigned.

3. QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Secondary School Diploma with at least four years of relevant working experience, or
- Bachelor's degree in social work or any related fields from an accredited academic institution with at least two years of relevant working experience.

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

EXPERIENCE

- Proven experience in Child Protection Case Management, particularly in working with migrant and refugee children is an asset.
- Familiarity with current social work theories, child protection law, policies, and practices in Thailand, especially in relation to migrant and refugee children.
- Experience collaborating with Child Protection counterparts in Thailand, including the Ministry of Social Development and Human Security (MSDHS) and CSOs network.

- Experience in designing and facilitating training sessions related to social work, child protection, case management or child safeguarding policies.
- Experience working in multicultural environments with demonstrated capacity to respect diversity.

SKILLS

- Strong case management skills in Child Protection.
- Excellent interpersonal skills, with the ability to build trust and maintain strong relationships with children, families, and stakeholders.
- Strong organizational, time management, and communication skills.
- Cultural competence and the ability to work effectively in a multicultural environment, respecting diverse perspectives.
- Ability to work both independently and as part of a team.
- Self-awareness and the ability to recognize personal beliefs and biases that may affect service provision.

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: Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.

- 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/tmzbd11371/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](#).