

Open to Internal and External Candidates

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| Position Title | : National Project Officer (Opens for Thai Nationals Only) |
| Duty Station | : Bangkok, Thailand |
| Classification | : National Officer (NO-A, THB 146,634.92 per month) |
| Type of Appointment | : One Year Fixed-Term Contract Initial 12 months with possibility of extension |
| Desired Start Date | : As soon as possible |
| Closing Date | : 15 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:

Under direct supervision of the Project Officer of IBG unit, IOM Thailand, the successful candidate will contribute to the development and implementation of the Project “Enhancing the capacity of Thailand to combat Trafficking in Person and Smuggling of Migrants through Enhanced Border Management” funded by the Government of Canada under the thematic area of Immigration and Border Governance (IBG), in the IOM Thailand Country Office..

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

The successful candidate will have the following duties and responsibilities:

- Provide specialized support in the implementation of capacity building activities and Border and Migration Management Assessment within the areas of IBG through the development of the workplan and performance measurement frameworks.
- Take the lead role in the organization of capacity building activities under the projects, including but not limited to, developing agendas, identifying venue, facilitating invitations, preparing materials, preparing and completing administrative requirements, and facilitating transportation and logistical arrangements as necessary, in line with the financial, technical and human resources of the project.
- Support the expansion and the reach of IOM Thailand’s immigration and border management work by identifying relevant Royal Thai Government departments (Royal Thai Police agencies etc.) that can be engaged in project activities. Organize high level meetings between heads of identified departments/agencies and IOM Thailand’s Chief of Mission.
- Liaise with all national stakeholders under the projects and forge strong partnerships with national project counterparts (e.g. Royal Thai Police) for gaining insight on national priorities and effective implementation of project activities.

- Record, compile, analyze and summarize relevant research data, information and findings as well as keep track of immigration and border management issues in Thailand and neighboring countries, with the focus on counter migrant smuggling, fraudulent travel documents, transnational organized crime at borders, and legal identity issues.
- Facilitate the training activities and assist trainers/consultants to ensure lessons being delivered are aligned with the workplan.
- Review, update and revise existing training materials in coordination with external trainers and Regional Thematic Specialist.
- Contribute to unit reporting through drafting and editing reports for capacity building events, interim/final donor reports, project proposals, reviewing evaluations, producing/updating briefing notes, visibility products and project factsheets.
- Assist in drafting and dissemination of internal and external knowledge and information materials based on the evidence generated by IOM Thailand under the Immigration and Border Governance unit.
- Liaise with the IOM Regional Office for Asia and the Pacific as needed to ensure the necessary technical resources and expertise for successful implementation of the project in the thematic area of immigration and border governance and legal identity, with cross-cutting area of anti-trafficking and protection.
- Monitor all project activities, including development of evaluation tools and incorporation of the findings into final reporting.
- Participate in meetings, conferences and other events, as necessary and in close coordination with the supervisor.
- Perform such other duties as may be required.

3. QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Bachelor's degree in international relations, political science, security studies, or a related field from an accredited academic institution with at least two years of relevant professional experience
- Master's degree is an advantage.

EXPERIENCE

- Strong organizational and time management skills.
- Ability to work in a multi-cultural environment and respect diversity.
- Work experience in migration issues for non-governmental organizations, international governmental organizations or government institutions.
- Sound knowledge of programme development, implementation and evaluation and familiarity with financial and business administration.
- Sound knowledge of Immigration and Border Management and Counter Trafficking principles, practices and challenges a distinct advantage.

SKILLS

- Teamwork oriented but with a capacity to work independently
- Good writing and communication skills
- 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 - 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.
- 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/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](#).