

**Open to Internal and External Candidates**

Position Title	: <b>Senior Programme Assistant (Counter Trafficking) (Opens for Thai Nationals Only)</b>
Duty Station	: <b>Bangkok, Thailand</b>
Classification	: <b>General Service (G-6, THB 90,432.33 per month)</b>
Type of Appointment	: <b>One Year Fixed-Term Contract Initial 12 months with possibility of extension</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>23 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:**

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 IOMs 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 Program Manager (Protection) of Protection Unit (PXU), and the direct supervision of the National Project Officer (Counter Trafficking) in Bangkok, the Senior Programme Assistant will be responsible for supporting the implementation and monitoring of counter trafficking interventions under the Protection Unit.

## 2. RESPONSIBILITIES AND ACCOUNTABILITIES:

- With the overall guidance from the Program Manager (Protection) and direct supervision of the National Project Officer the incumbent will provide support with day-to-day management and implementation of counter trafficking and victim protection activities and deliverables, including timely delivery, quality control, administrative matters and follow-up and financial support.
- Assist the consultant under the IOM project on Enhancing the capacity of Thailand to combat Trafficking in Persons and Smuggling of Migrants through Enhanced Border Management in conducting the legal review and field assessments in Thailand, provide inputs to the process and setting up working group meeting to facilitate the legal review process.
- Map relevant agencies for training and capacity-development, assessing current levels of knowledge and information needs, supporting the creation of material and training materials to state and non-state actors, and assist workshop trainers/facilitators in conducting training sessions.
- Support the design, planning and implementation of awareness raising activities for targeted groups on counter trafficking, people smuggling and protection of vulnerable groups, and support the establishment of partnerships with non-government organisations and civil society organizations to enhance public awareness on aforementioned topics.
- Liaise with national stakeholders, organize work meetings, thematic workshops and training sessions of partner NGOs, local authorities and public institutions, engaged in the process of identification, referral and support of VoT and vulnerable migrants.
- Carry out individual interviews with victims of trafficking and refer them for immediate rehabilitation and recovery support, including medical care, psychological counselling, emergency assistance, hospitalization, as well as shelter assistance for consulted persons, if needed in close coordination with other related unit. Maintain adherence to IOM's internal guidance, policies, and principles in the identification of target groups and assistance provision.
- Assist in monitoring RTG policies related to project activities, including policies relating to human trafficking, labour migration and migrants' rights, and provide updates on important policy developments to the supervisor.
- Provide regular progress updates to the Program Manager, including preparing budget forecasts, and workplan.
- Draft, consolidate and review periodic donor reports and updates, including preparation of narrative and financial project reports; support the preparation of briefings, statistical/narrative reports and background information, including specific information requested by donors, national or local government, and other entities.
- Support maintaining positive relationships with Royal Thai Government (RTG) counterparts, project partners, UN agencies, NGOs, community-based organizations, and any other key stakeholders to ensure smooth implementation of project activities.
- As requested by supervisor, participate in select meetings with government and civil society counterparts, particularly in relation to counter trafficking and migrant rights.

- As required by supervisor, undertake travel duty within Thailand, to monitor and support activities undertaken in the field, including of beneficiaries receiving assistance.
- Support the organization and logistical coordination of events, such as capacity building workshops and meetings.
- Perform such other duties as may be assigned by direct supervisor.

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

#### **EDUCATION**

- High School diploma with at least six years of relevant professional experience; or
- University degree in law, international relations, political science, social 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 and counter-trafficking interventions.
- Experience of protection work will be considered an asset.
- 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.

### **4. LANGUAGES**

- For all applicants, fluency in English and Thai is required (oral and written).
- Working knowledge of Burmese or other languages spoken in Southeast Asia.

## 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

### 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](#).