

**Open to Internal and External Candidates**

Position Title	: <b>Administrative Assistant</b>
Duty Station	: <b>Bangkok, Thailand</b>
Classification	: <b>General Service (G-4, THB 61,967.50 per month)</b>
Type of Appointment	: <b>One Year Fixed-Term Contract</b> <b>Initial 12 months with possibility of extension</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>12 July 2024</b>

***(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 direct supervision of the IOM Regional Support Office — The Bali Process Back Office Manager and the RSO Co-Managers, and the overall supervision of the Chief of Mission in Bangkok, the successful candidate will support the implementation of the project "Administration of the Regional Support Office (RSO) of the Bali Process.

**2. RESPONSIBILITIES AND ACCOUNTABILITIES:**

The successful candidate will have the following duties and responsibilities:

- Provide support to the program teams in implementation of project activities.
- Support the RSO Co-Managers with administrative functions as requested on a daily basis.
- Provide procurement, logistic and administrative support to the project in close coordination with RSO Back Office team, IOM Thailand's Resources Management Units (Finance, Supply Chain, Human Resources and Information Technology Units, ensuring full compliance with the policies, rules and procedures of IOM.
- Assist in organizing trainings and seminars as required, including providing on-the-ground support if requested.
- Provide informal translations of documents and, if necessary, oral interpretation.
- Assist with the requisition of office supplies and equipment.
- Assist with/guide on logistics and administrative formalities related to travel arrangements for the RSO team.

- Draft or prepare project related correspondence with respect to procurement, logistics and administration.
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of all RSO Back Office files and records.
- Take pertinent logistical arrangements for the prompt and effective implementation of the project activities.
- Coordinate and arrange external and internal meetings.
- Arrange travel itineraries and process the travel requests and assist with obtaining security clearances.
- Perform any other duties as may be assigned.

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

#### **EDUCATION**

- High school degree with at least four years of relevant professional experience.
- Bachelor's degree in administration, international relations, or any related fields from an accredited institution with at least two years of relevant professional experience.

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

#### **EXPERIENCE**

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### **SKILLS**

- Strong organizational and time management skills;
- Ability to work in a multi-cultural environment and respect diversity;
- Sound knowledge of programme implementation and familiarity with financial and business administration;
- Team work oriented but with a capacity to work independently;
- Excellent writing and communication skills;
- Computer literate.

### **4. LANGUAGES**

- Fluency in Thai and English (oral and written) is required.
- Knowing Bahasa Indonesia, or/and any of other languages spoken in countries of the Bali Process Member States is an advantage.

## 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 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/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](#).