



### **Open to Internal and External Candidates**

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

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 the Royal Thai Government (RTG), civil society and private sector counterparts.

Under its Protection Unit, IOM Thailand supports the development of sustainable solutions to better manage migration, reduce systemic vulnerabilities and to provide support to vulnerable migrants, e.g. stranded migrants, victims of trafficking, etc. At the policy-level, IOM Thailand seeks to improve systems related to the management of migration, and inclusion and protection of migrants, develop coordination mechanisms, and undertake trainings to build capacity and awareness of counterparts to respond to the needs of vulnerable migrants. IOM also assists vulnerable migrants e.g., through provision of aid and assistance to victims of trafficking, migrants in detention, and return and reintegration support for stranded migrants.

Under the overall supervision of the Head of Unit, Protection Unit (PXU), and the direct supervision of the Program Support Officer in Bangkok, the Programme Assistant will be responsible for supporting the implementation and monitoring of IOM activities in Thailand concerning migrant assistance, counter-trafficking, and inclusion of migration considerations in disaster risk reduction and climate change mitigation.

#### **2. RESPONSIBILITIES AND ACCOUNTABILITIES:**

The successful candidate will have the following duties and responsibilities:

- Support the day-to day implementation of project activities under IOM Thailand's protection portfolio, including undertaking coordination and regular follow-ups, monitoring, and administrative particulars in line with IOM policy and procedures and donor requirements, to support timely delivery and quality control;
- Support the organization of trainings, meetings and other project events including drafting invitation letters, preparing meeting minutes as needed;
- Coordinate closely with colleagues within the Protection Unit, and other relevant Units, providing regular progress updates to the Program Support Officer, including preparing budget forecasts, updating project planners and key performance indicators (KPI), and maintaining training records
- Support the development of periodic reports on project implementation in a timely fashion and in accordance with donor requirements, by providing inputs where applicable;
- Support the PSU Officer, in coordination with MCU, in collecting information for the production and dissemination of communication materials to document and promote project activities, achievements and impacts in the form of Press Briefing Notes, social media updates, website content, project information sheets and brochures, and other material as relevant.
- Support maintaining positive working relationships with RTG counterparts, project partners, UN agencies, NGOs, community-based organizations and any other key stakeholders to ensure smooth implementation of project activities;
- Assist in monitoring RTG policies that relate to project activities, including policies relating to human trafficking, labour migration, migration environment and climate change and migrants' rights, and provide updates on important policy development to the supervisor;
- 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 in the field; support data collection for monitoring and evaluation.
- 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 degree with at least four years of relevant professional experience.
- Bachelor's degree in law, international relations, political science, social science, 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

- 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

- Fluency in Thai and English (oral and written) is required.
- Working knowledge of Burmese or other languages spoken by minority group from Myanmar; Khmer; Lao is desirable.

## 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](#).