



Open to Internal and External Candidates

Position Title : **Senior Project Assistant**
Duty Station : **Bangkok, Thailand**
Classification : **General Service (G-6, THB 90,432.33 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 : **22 November 2022**

(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:

IOM Thailand leads a range of national and regional projects aimed at addressing migration challenges and enhancing protection and assistance to migrant workers and vulnerable migrants, leveraging a whole-of-society approach.

IOM Thailand's Labour Mobility and Social Inclusion (LMI) unit works to foster the synergies between labour migration and development, while promoting legal avenues of labour migration as a sustainable alternative to irregular migration. Moreover, LMI seeks to facilitate the development of policies and programmes that are in the interest of migrants and society, ensuring effective protection and assistance to migrant workers and their families.

Under its Migration, Business and Human Rights (MBHR) portfolio, IOM engages closely with various stakeholders, including government, private sector and civil society stakeholders. Through an innovative and distinctive programme, IOM implements projects and initiatives in partnership with private sector actors. Such interventions include, but are not limited to, policy advice and capacity-building in labour migration management; labour migration process mapping assessments; information-sharing and awareness-raising, and engaging in policy advocacy. These interventions aim to enhance migrant workers' access to their human and labour rights, while promoting fair and ethical recruitment and employment practices.

Under the overall supervision of the Head of Labour Mobility and the direct supervision of the Programme Coordinator in Bangkok and in close coordination with the Private Sector Partnership team, the successful candidate will be responsible for private sector coordination, engagement, and smooth implementation of IOM's private sector partnerships.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

- With overall guidance of the Programme Coordinator and in close coordination with the Private Sector Partnership team, provide overall coordination of IOM's short-term cooperation private sector partnerships, working directly with Small and Medium Enterprises (SMEs) and Multi-National Enterprises (MNEs). This will include oversight of partnership-specific budgets, workplans, activities, and consultants.
- Assist in supporting outreach and engaging with potential private sector actors, including Thai SMEs or MNEs with supply chain in Thailand, to gauge their interest to engage in short-term cooperation partnerships. This includes development of communications materials, in close collaboration with IOM's communications team, and pro-actively approaching the business community.
- -Assist in the effective implementation of activities carried out under IOM's unique and innovative programme. This includes liaising with private sector partners, and planning and organizing activities, such as factory assessments, trainings on ethical recruitment, decent work and remediation providing technical advisory on corporate policies, processes and procedures deemed necessary during the course of the implementation.
- Assist proactively with research, collect and analyze relevant information on the priorities of private sector actors in relation to management of recruitment and employment of migrant workers, and MBHR issues in Thailand.
- Assist in preparation of private sector partnership proposals and budgets, and provide administrative coordination to maintain and update project documentation as required, including updating and revising relevant project documents on PRIMA.
- Participate in meetings, conferences and other events on MBHR, especially in relation to the involvement of the private sector in addressing MBHR issues.
- Undertake duty travel relating to project implementation, project assessments, outreach, liaison and engagement with counterparts, etc.
- Perform such other duties as may be required.

3. QUALIFICATIONS AND EXPERIENCE:

EDUCATION

- Bachelor's degree or higher in Business, Business Development, Corporate Responsibility, Marketing, Human Rights, or a related field from an accredited academic institution with four years of relevant professional experience; or
- High School with six years of relevant professional experience

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

EXPERIENCE

- At least four years of relevant professional experience working on business and human rights, preferably in the context of labour migration, is required;

- Experience liaising with private sector actors is required;
- Experience in organizing events and delivering capacity building to private sector actors counterparts is required;
- Experience in managing complex portfolios of projects, fast-changing interventions spanning across diverse thematic fields is a strong asset.

SKILLS

- Knowledge and understanding of key issues and players pertaining to business and human rights, labour migration, policy development, ethical recruitment and human trafficking in Thailand is required;
- Strong project management skills are required;
- Ability to multi-task is required;
- Liaising with private sector counterparts, is required;
- Excellent writing, planning and organizational skills;
- Demonstrated ability to meet deadlines and to write clearly and accurately;
- Ability to work in a multicultural team and with counterparts at different levels;
- Team work oriented but with a capacity to work independently;
- Computer literate.

LANGUAGES

- Fluency in Thai and English is required (oral and written).
- Working knowledge of Burmese is desirable.

4. 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 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: anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Managing and sharing knowledge: builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Accountability: proactively seeks responsibility in delivering towards the goals of the Organization.
- 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: assigns responsibilities fairly; manages performance, taking account of individual strengths, workloads and interests.
- Empowering others: delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
- Building Trust: remains authentic and approachable in difficult situations.
- Strategic thinking and vision: aligns own actions to the Organization's vision, values and mandate.
- Humility: shows a high level of self-awareness, admitting own weaknesses and 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/tmzbdl1371/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](#).