

Open to Internal and External Candidates

Position Title : **DTM Operations Clerk**
Duty Station : **Bangkok, Thailand**
Classification: **General Service Staff (G3, THB 49,198.25 per month)**
Type of Appointment : **Special Short-Term Contract,
Initial 6 months with possibility of extension**
Desired Start Date : **As soon as possible**
Closing Date : **26 October 2021**
Reference Code : **SVN033/2021**

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 Asia Regional Migration Program is a regional project which aims to strengthen the capacities and resources of Governments in Asia to manage complex migration flows in the region and to support migrants in vulnerable and crisis situations, through enhanced structures, policies, processes, safe and legal migration pathways, and effective partnerships at the national, sub-regional, and regional levels. In Thailand, IOM implements this program in close cooperation and partnership with the Ministry of Labour, the Ministry of Social Development and Human Security, the Immigration Bureau and other key government counterparts.

Under the framework of this program, IOM has been implementing flow monitoring activities in Tak Province, Thailand, as well as in Cambodia and Lao People's Democratic Republic, to develop a better understanding of human mobility patterns and vulnerabilities of migrant populations transiting through key border crossing points into Thailand.

Under the overall supervision of the Head of the Migrant Assistance and Counter Trafficking Unit and the direct supervision of the Displacement Tracking Matrix (DTM) Coordinator in Bangkok, the successful candidate will provide clerical support to the establishment and implementation of flow monitoring activities across various project sites in Thailand.

RESPONSIBILITIES AND ACCOUNTABILITIES:

The successful candidate will have the following duties and responsibilities:

1. Provide clerical support to DTM Coordinator on the data collection operations in the context of flow monitoring activities being undertaken in different provinces where DTM activities are implemented;
2. Assist DTM Coordinator in the identification, recruitment, training and task coordination of enumerators and key informants, and regularly monitor data collection methods and quality of collected data;
3. Travel to areas of operation to support the harmonization of relevant tools and practices, and to build capacities of enumerators and key informants implementing flow monitoring activities;
4. Provide clerical support in the regular update and improvement of flow monitoring activities in relation to the evolving situation and operations in the field;
5. Assist DTM staff in routine liaison with IOM colleagues and partners on relevant information management and reporting issues, tools and initiatives;
6. Assist DTM Coordinator in ensuring regular reporting on and dissemination of information gathered through flow monitoring activities in provinces where DTM activities are being implemented;
7. Demonstrate commitment to the Prevention of Sexual Abuse and Exploitation (PSEA) and ensure mainstreaming of PSEA in flow monitoring operations;
8. Perform such duties and travels as may be assigned by the direct supervisor.

2. DESIRABLE COMPETENCIES:

Values

The incumbent is expected to demonstrate the following values and competencies:

- 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.

Core Competencies

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

3. EDUCATION AND EXPERIENCE:

- University degree in social sciences, law, political science, or related field.
- At least two years of relevant experience in data collection and/or information management activities, preferably with an international or intergovernmental organization working on issues related to migrants and vulnerable populations in Thailand;
- Strong interpersonal skills and ability to maintain trust and good working relationship with counterparts;
- Demonstrated experience in liaising with government officials and in coordinating activities with NGOs and government partners;
- Experience in organizing and coordinating workshops and trainings;
- Team-oriented, but with capacity to work independently;
- Personal commitment, efficiency, and flexibility;
- Strong organizational and time management skills, and ability to deliver under tight timelines;
- Excellent analytical abilities;
- Strong interest in the issue of labour migration and anti-trafficking in persons;
- Solid understanding of the norms of professional ethics;
- Experience in working effectively and harmoniously with colleagues from various cultures and professional backgrounds;
- Commitment to the Prevention of Sexual Abuse and Exploitation (PSEA);
- Fully computer literate;
- Good writing, communication and negotiation skills;
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4. LANGUAGES

Required: Fluency in English and Thai.

Desirable: Ability to communicate in Lao, Myanmar or Khmer languages is an advantage.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **October 26, 2021** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/thailand/files/Recruitment/IOM%20Personal%20History%20Form%20with%20Declaration.xls> Kindly indicate the reference code **SVN033/2021** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from <http://thailand.iom.int/>);

Only shortlisted candidates will be contacted.

Posting period:

From 12.10.2021 to 26.10.2021