

Open to Internal and External Candidates

Position Title:	Programme Assistant (Countering Trafficking in Person)
Duty Station:	Bangkok, Thailand
Classification:	Consultancy
Type of Appointment:	Consultant Contract until 30 June 2024, (subject to extension based on performance and funding availability)
Desired Start Date:	As soon as possible
Closing Date:	25 March 2024
Reference Code:	CFA038/2024

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 *Bali Process on People Smuggling, Trafficking in Persons and Related Transnational Crime* (Bali Process) is a non-binding and state-driven process involving 49 members (countries and international agencies), including the United Nations High Commissioner for Refugees (UNHCR), the International Labour Organization (ILO), the International Organization for Migration (IOM) and the United Nations Office of Drugs and Crime (UNODC), as well as a number of observer countries and international agencies who participate in this voluntary forum.

The *Regional Support Office of The Bali Process* (RSO) was established in 2012 to facilitate the operationalization of the Regional Cooperative Framework (RCF) to reduce irregular migration in the Asia and Pacific region. The RSO aims to support and strengthen practical cooperation on refugee protection and international migration, including human trafficking and smuggling, and other components of migration management in the region. The RSO is co-managed by the Australian and Indonesian Governments.

More information can be found at www.baliprocess.net

2. RESPONSIBILITIES AND ACCOUNTABILITIES

Reporting to the Programme Manager, Countering Trafficking in Persons, the Programme Assistant Countering Trafficking in Persons will support the planning, implementation and monitoring of the RSO's Programme on Countering Trafficking in Persons, including engagement with key stakeholders, and will contribute to the strategic direction of RSO activities focusing on Countering Trafficking in persons.

The Programme Assistant will assist the Programme Manager, Countering Trafficking in Persons in the implementation, development, monitoring and evaluation of the RSO activities on Countering Trafficking in Persons. This will include, but will not be limited to:

- Assist with research, analysis, and reporting of information on Countering Trafficking in Persons in Bali Process Member States from a wide variety of sources, to assess and monitor relevant policy and legal frameworks, as well as emerging trends and patterns. Provide insights through data visualization that facilitates evidence based and data driven policymaking.
- Assist in the development of guidelines, policies, and capacity building materials on Countering Trafficking in Persons for the RSO.
- Support the regular monitoring and reporting on the status of activities and projects on trafficking in person and provide regular updates on the status of activities and projects, including assisting in the development of tracking sheets, work plans, as well as programmatic, technical, and financial reports.
- Support the Programme Manager, Countering Trafficking in Persons, in maintaining and strengthening effective cooperation relationships with Bali Process members, international and regional organizations, and other key partners in coordination with RSO staff, including by scheduling meetings, taking minutes and ensuring effective follow-up.
- Under request of the Programme Manager, Countering Trafficking in Persons, support in the design, development and delivery of RSO capacity building and training activities to Bali Process Member States that focus in the areas of countering trafficking in persons including victim centered and trauma informed approaches,
- Support the Programme Manager Countering Trafficking in Persons, to develop Concept Notes and proposals for new projects on Countering Trafficking in Persons.
- Ensure RSO's presentations, info sheets and briefs on Countering Trafficking in persons are kept contemporary by ensuring facts and material are up to date and aligned with current data and trends.
- In coordination with the Programme Manager Countering and Trafficking in Persons draft summaries from events and meetings and, where appropriate, coordinate with the RSO Communication and Engagement Team for dissemination on the RSO website and social media channels.

- Ensure that all documentation related to RSO projects and activities is effectively and timely stored on RSO systems, such as SharePoint, and shared with relevant RSO colleagues upon need.
- Working with the Programme Manager Countering Trafficking in Persons, assist in the organization and delivery of RSO events on Countering Trafficking in Persons.
- Under the guidance of the Programme Manager, Countering Trafficking in Persons, support coordination and develop synergies and joint work with other RSO and Bali Process teams and thematic areas.
- Assist the Programme Manager, Countering Trafficking in Persons in allocating work and tasks to consultants, monitor work progress and provide general support as required and directed.
- Perform such other duties as may be assigned by the supervisor.
- Demonstrate and model a high level of ethics, accountability, and personal integrity at all times.
- Performance management is a continuous process of improving performance by setting individual and team goals which are aligned to the strategic goals of the organization. The performance management process includes clarifying expectations, setting objectives, providing feedback, reviewing results and developing the knowledge, skills and abilities of staff.

3. REQUIRED QUALIFICATION AND EXPERIENCE

Education:

- University degree in Information Management, Law, Human Rights, Psychology, International Development, and other relevant field with minimum two year of relevant professional experience in countering trafficking in persons preferably gained in research consultancy firm, law enforcement agency, international or civil society organizations.

Experience:

- Knowledge of regional migration trends and issues in the Asia-Pacific region.
- Experience with project implementation is required.
- Experience in the field of counter-trafficking, human rights or international relations
- Experience in working with an international organization is an advantage.
- Excellent oral and written communication skills; English proficiency is required, professional fluency of one of the languages of the Bali Process region is a distinct advantage.
- Excellent organisational and time management skills and a demonstrated ability to work independently, prioritise, organise and complete work in a timely manner.

Skills:

- Analytical, critical thinking and problem solving skills
- Ability to collect, analyze, and visualize data
- Excellent time management skills.
- Ability to collaborate across all teams.
- Ability to multitask.
- Ability to pay attention to detail.

Languages:

- Fluency in English (oral and written) is required.
- Knowledge of Thai, Indonesian, Burmese and Malay is desirable (but not essential).

4. DESIRABLE COMPETENCIES

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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: demonstrate willingness to take a stand on issues of importance.
- Empathy: shows compassion for others, makes people feel safe, respected and fairly treated.

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.

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

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 authorisations by the concerned Government, where applicable.

How to apply:

Interested candidates are invited to submit their applications to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **March 25, 2024** at the latest.

Kindly indicate the reference code **CFA038/2024** followed by your full name in the subject line.

Applications should include:

a) a cover letter that identifies relevant skills and experience against the Terms of Reference for the position, indicates the dates of availability to commence in the position and identifies how the applicant became aware of this position.

b) a curriculum vitae

c) a duly completed IOM Personal History Form which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbdl1371/files/documents/IOM%20Personal%20History%20Form%20with%20Declaration.xls>

d) **Sample work (research brief or infographics)**

Only shortlisted candidates will be contacted.

Salary and conditions information:

- The successful candidate will be engaged under an IOM contract working for the Regional Support Office and their conditions of service will be governed by their contract. The contract will include annual and sick leave only. The successful candidate is responsible for determining their taxation liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws. The successful candidate is responsible for determining their own pension fund arrangements.
- The position duty station is Bangkok, Thailand. Relocation assistance and working visa assistance will be provided by the IOM for the successful candidate, if required.
- The position requires a minimum of three days office-based work *subject to change*.
- The starting salary of USD\$2040 will be paid monthly. Salary increases occur in line with the 'RSO Personnel – Classification and Salary' Guidelines.

Posting Period: 11.03.2024 – 25.03.2024