



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Senior Project Development Associate**
Duty Station : **Bangkok, Thailand**
Classification : **General Service, G.6 (Base salary: THB 90,432.33 per month)**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **As soon as possible**
Closing Date : **22 November 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 with 174 member states and a presence in over 100 countries. 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Regional Project Development Officer (RPDO), the incumbent will support the Regional Project Development Unit (RPDU), which provides technical guidance on project development and on institutional processes with guidance from the Institutional Performance Division, within the Office of Strategy and Organizational Performance (OSOP) in IOM Headquarters (HQ); including: supporting the monitoring and analyse of project development opportunities in the Region; support Country Office (CO) project development, particularly for Small COs; support capacity development in institutional processes such as PRIMA and the Project Handbook; support the coordination of project proposal endorsement processes in the Region; and support knowledge management and resource mobilization efforts in the Region.

Core Functions / Responsibilities:

1. Support the RPDO to carry out capacity building, training, and technical support to Country Offices in the Region in respect to Project Cycle Management processes, such as the use of PRIMA and results-based reporting.
2. Support the RPDO to coordinate the review, endorsement and tracking of project proposals developed by COs in the Region, including integration of the Strategic Results Framework (SRF).
3. Support the RPDO to coordinate the review, approval and tracking of project reports developed by COs in the Region.
4. Support the RPDO to promote engagement in Knowledge Management (KM) platforms, tools and practices across the region based on existing project development and reporting duties, including driving the effective use of PRIMA.
5. Identify project development opportunities and calls for proposals, follow project



development at the regional and CO level and support the development of policies and reports in collaboration with the Regional Thematic Units (RTUs) in the RO.

6. Together with the RPDO, serve as a resource person for COs in the Region by providing insights on resource mobilization efforts and opportunities at global, regional and country levels as well as best practices in internal project development and resource mobilization.
7. Under the guidance of the RPDO, support the development of projects that are regional/multi-country, for small COs, and for countries with no IOM presence.
8. Under the guidance of the RPDO, support and facilitate regional engagement on institutional processes such as project development for the IOM Development Fund (IDF), the administration of Flexible Funding, and participation in the Global Appeal.
9. Support the development internal reports, presentations, talking points, speeches, statements and briefings as relevant.
10. Under guidance of the RPDO, support the coordination and strengthening of ongoing knowledge management processes at the RO and COs in the Region.
11. In the absence of the RPDO, ensure the continued functioning of the RPDU by coordinating incoming requests from internal or external partners.
12. Participate in workshops and meetings related to the technical area of expertise, as required by the RPDO and/or the Deputy Regional Director (DRD) for Operations.
13. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Sciences, Business Administration, Migration Studies, International Relations, Law, or related field with four years of relevant professional experience; or,
- High School diploma with six years of relevant experience.

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

Experience

- Experience in the field of migration issues, including operational and field experience, with project management, project development and other relevant technical experience;
- Demonstrated expertise in the technical area particularly project development;
- Experience in liaising with governmental authorities, other national/international institutions, private sector and NGOs; and,
- Work experience in project development in the Region is an asset.



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Skills

- Strong writing and analytical skills, including the development of projects;
- Takes responsibility for action and manages constructive criticisms;
- Promotes continuous learning for self and others;
- Listens and communicates clearly, adapting delivery to the audience;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays strong understanding of technical area;
- Knowledge of project cycle management and results-based reporting approaches;
- Contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation; and,
- Displays awareness of relevant technological solutions.

Languages

IOM's official languages are English, French, and Spanish.

Required

For this position, fluency in English and Thai is required (oral and written).

Desirable

Working knowledge of any other language of the region is an advantage.

Required 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 2

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.



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- **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.

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/tmzbd1371/files/personal-history-form_ro-bangkok.xlsm

Other

1. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
2. 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.
3. 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.
4. 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.
5. This post is subject to local recruitment. Only those holding a valid residence and have the right to work in Thailand will be eligible for consideration.
6. For non-Thai candidates applying for this position, proficiency (either fluency or working knowledge) of the Thai language is mandatory.
7. Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.