



International Organization for Migration (IOM)  
The UN Migration Agency

## Call for Applications

Position Title : **Project Support Officer (IBM)**

Duty Station : **Bangkok, Thailand**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **31 January 2022**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.*

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

### **Context:**

The International Organization for Migration (IOM) Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand provides guidance and technical expertise to IOM Country Offices (CO) in the Asia Pacific Region aspiring to expand their Immigration and Border Management (IBM) programming and to respective governmental counterparts to aspiring to improve their migration and border management systems, processes and capacities.

The Document Examination Support Center (DESC) Initiative is coordinated by the IBM unit, with the financial support of the Government of Canada and in close collaboration with document examination experts of immigration authorities in Asia and the Pacific. In coordination with IOM's CO, and in synergy with related projects, the DESC unit provides technical support in travel document examination and verification to immigration and border control officials in countries in the Asia and Pacific Region. The DESC Initiative's activities are aimed at supporting governments to address irregular migration, including smuggling of migrants, human trafficking and other forms of transnational organized crime within the context of regional trends on passport and identity frauds. Moreover, consolidated as part of the DESC Initiative, the ANDEX (Asian Network for Document Examination) was formally established as the regional information-sharing platform for document examination and verification experts of the DESC countries.

The DESC unit also provides the document examination experts and immigration authorities in the region with a wide range of capacity support, which includes delivering training on various IBM topics, including passport examination procedures, providing ad hoc travel document verification within the Asian Network for Document Examination (ANDEX), developing secondary level document verification software, supporting the development of regional trends of identity and passports frauds, as well as networking document examination experts from

various immigration authorities in the region.

Under the overall guidance of the Senior Regional Immigration and Border Management Specialist for Asia and the Pacific and the direct supervision of the Project Officer (Regional Border and Identity Solutions), based in Bangkok, Thailand, the successful candidate will provide technical support to the implementation of the DESC Phase IV and other activities of the ROAP IBM Unit.

### ***Core Functions / Responsibilities:***

1. Support in the implementation of the DESC initiative activities. With a focus on research, data collection, and analysis of information related to the usage of travel documents and cases of questioned travel documents, from available sources, including DESC, IOM CO of the Asia and Pacific region and relevant Government authorities.
2. Assist in the development of operational tools to improve data collection, data management, and data protection and privacy including information sharing in line with activities of the DESC initiative.
3. Support general project implementation under the DESC initiative, including monitoring and evaluation and project reporting in donor template.
4. Support in coordinating with participating countries' immigration authorities, IOM CO, and organizations to support the implementation of DESC IV activities.
5. Assist in the timely development and implementation of capacity needs assessments, training modules and monitoring and evaluation tools, as required by the DESC initiative and based on priorities identified by the ROAP IBM Unit.
6. Support the development and drafting of concept papers, project development, proposal writing, presentations, quarterly newsletters, training materials and reports by researching on thematic topics based on capacity needs identified in coordination with the Regional Thematic Specialist (RTS) for IBM.
7. Support the IBM unit in the development of tools, as well as other capacity building materials, as well as coordination of research in collaboration with the Senior RTS and/or direct supervisor and relevant colleagues.
8. Support the IBM unit in the planning, preparation of the Border Management and Identity Conference (BMIC) with a focus on supporting in the development of administrative, thematic and media related tasks.
9. Support in capacity building training, webinars and workshops including facilitating meetings in particular on data collection and analysis related to fraudulent travel documents and verification of identities.
10. Contribute to administrative, financial and logistical tasks of the IBM unit including planning, organization, and preparation of ANDEX annual meetings and regional consultation meetings.
11. Undertake duty travel and perform such other duties as may be assigned.
12. Perform such other duties as maybe assigned.

### ***Required Qualifications and Experience:***

## Education

- Master's degree in in Political or Social Sciences, Law, Business Administration or a related field from an accredited academic institution; or
- University degree in the above fields with two years of relevant professional experience.

## Experience

- Ability and experience in conducting research, collecting and analyzing data on Migration and Immigration Border Management topics, as well as database management;
- Experience implementing capacity building initiatives including planning and organizing events and/or workshops;
- Experience facilitating trainings, webinars and meetings with relevant stakeholders including donors, government officials and international organizations;
- Experience in monitoring and evaluation of projects including project reporting;
- Experience managing data and information with a particular emphasis on data collection and sharing related to irregular migration;
- Experience in the area of migration including irregular migration, or curbing migrant smuggling, human trafficking is highly desirable;
- Experience working with international organizations, non-governmental or government agencies preferred;
- Experience of working for an international organization in Southeast Asia and / or the Pacific is highly desirable.

## Skills

- Excellent English drafting skills.
- Advanced knowledge and skills in the use of Microsoft Office (Excel and Power Point).
- Skills in Power BI, Adobe Acrobat and Photoshop are advantageous;
- Excellent sense of honesty and principles, and commitment to IOM's work in general and IBM's services/products.

## Languages

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

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese).

For all applicants, fluency in English is required (oral and written).

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Notes

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## ***Required Competencies:***

**Values** - all IOM staff members must abide by and demonstrate these three 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.

### **Core Competencies** – behavioural indicators

- **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.

### **Managerial Competencies** – behavioural indicators

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

### **Other:**

Internationally recruited professional staff are required to be mobile. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

For this staff category, candidates who are nationals of the duty station's country and who do not have prior experience outside the duty station's country as staff member in the Professional category cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

### **How to apply:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 31 January 2022 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment  
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system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

***Posting period:***

From 18.01.2022 to 31.01.2022

***No Fees:***

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.

Requisition: CFA 2022 04 Project Support Officer (IBM) (UG) Bangkok, Thailand (57348666) Released

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