Open to Internal and External Candidates

Position Title: Research and Capacity Building Consultant (LHD)

Duty Station: Home-based

Type of Appointment: Consultant

Estimated Start Date: As soon as possible

Closing Date: 02 January 2022

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.

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand is covering 40 countries across the Asia and Pacific region. The key responsibility of the ROAP is to formulate regional strategies and plans of action and to provide programmatic and administrative support to the countries within the region.

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:

IOM’s Labour Mobility and Human Development (LHD) unit in its Regional Office for Asia and the Pacific (ROAP) works to foster the synergies between labour migration and development, working with states to strengthen migration governance through multilateral dialogue, enhance protection to labour migrants and their families, and facilitate safe labour migration as an adaptation strategy to address the effects of climate change. Moreover, IOM supports the development of policies and programmes that are in the interest of migrants and society, including policy advice and capacity-building in labour migration management; protection of workers throughout the labour migration process; promotion of ethical recruitment and decent work through private sector and civil society engagement; information-sharing and awareness-raising to inform migration decision making; diaspora engagement to foster greater investment and transnational partnership; and skills development and empowerment of migrant workers.

Under the direct supervision of the Senior Labour Mobility & Human Development Specialist (LHD RTS) based in Bangkok, Thailand, and in close coordination with the Regional Labour Mobility & Human Development Officer (RO LHD Officer), the consultant will support research and capacity building activities within LHD.
Core Functions / Responsibilities:

1. Support the implementation of research and capacity building activities in the framework of the project "Policy Capacity, Coordination and Knowledge Management to Support Cross-Border Mobility in a COVID-19 World";
2. Manage labour migration research by selecting topics, including developing methodologies, conducting research and coordinating technical review of the draft research;
3. Develop a package of policy briefs as the final knowledge product;
4. Coordinate with the external designer, Media and Communications Unit (MCU) and IOM Publication Unit (PUB), to ensure final knowledge products are aligned with the IOM Brand Style Guide;
5. Develop a training package for internal capacity building;
6. Support the organization and implementation of training sessions, and ensure all the training materials (i.e. PPTs, exercises, module sheets) and recordings are stored in a shared space;
7. Develop a comprehensive workplan to map out concrete activities and timelines, leading to relevant outputs;
8. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed Master’s degree from an accredited academic institution preferably in Migration Studies, International Relations, Political Science, or any discipline related to migration/development from an accredited academic institution with five years of experience. Or
- University degree in the above fields with seven years of relevant professional experience.

Accredited Universities are the ones listed in the UNESCO World Higher Education Database: https://whed.net/home.php

Experience

- Expertise in labour migration and migration management.
- Experience in coordinating and drafting research papers.
- Experience with handling confidential and sensitive data.
- Experience in designing and delivering trainings.
- Experience in Asia and/or the Pacific is a distinct advantage.

Skills

- Excellent written and oral communication skills.
- Demonstrated knowledge management skills.
- In-depth knowledge of using MS Office.
- Extensive experience in using online platforms (i.e., MS Teams, Zoom) to organize virtual and/or hybrid meetings and events.

Languages

Fluency in English language (oral and written) is required.
Required 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.

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.

How to apply:

Interested candidates are invited to submit their applications via e-mail to ROBangkokHR@iom.int. Please include the reference code: **ROBKK-CFA 21-135** followed by your full name in the subject line.

Applications should include:

• Cover letter
• Curriculum vitae
• Duly completed IOM Personal History Form (can be downloaded from here: https://thailand.iom.int/current-vacancies)
• Sample of previous work
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.
- 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.

No Fees:
IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee).