Open to Internal and External Candidates

Position Title: Regional Policy Support Officer
Duty Station: Bangkok, Thailand
Classification: General Service Staff, Ungraded
Base salary: THB 109,000

Type of Appointment: Special Short Term
Estimated Start Date: ASAP
Closing Date: 25 June 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.

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:

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

Under the direct supervision of the Senior Regional Policy and Liaison Officer (Sr. RPLO) the incumbent will provide support to Regional Office and Country Offices within the Asia and the Pacific Region with regard to maintaining regular contact with international, governmental and non-governmental partners, and contribute to regular national and regional migration dialogue and policy development in the region, in the context of IOM's Strategic Vision, Migration Governance Framework (MiGOF), the Global Compact for Safe, Orderly, and Regular Migration (GCM) and IOM’s roles on the UN Migration Network and the UN system reform processes at regional and country levels, and the Agenda 2030 for Sustainable Development and other key global and regional frameworks relevant to migration.

Core Functions / Responsibilities:

1. Assist in coordinating, consolidating and preparing presentations, reports and other materials, support surveys and research initiatives, particularly with UN system reform and Regional Collaborative Platform (RCP) related processes, regional UN Migration Network and IOM-ASEAN relations, others as requested.
2. Compile various periodic reports including those managed by PLU; Institutional Questionnaire (IQ) and support the review and endorsement of relevant country and regional projects including follow up with country offices as required.

3. Assist in updating the IOM Asia Pacific Regional Strategy and the annual ROAP workplans; support the development of sub-regional strategies and country strategies that are aligned to the IOM Strategic Vision and Strategic Results Framework; support coordination of migration policy related activities including Migration Governance Indicators (MGI) in the region.

4. Provide support to IOM’s role as Coordinator of the Regional UN Network on Migration including rolling out the annual workplan and support country offices in the implementation of the Global Compact for Migration.

5. Assist in the coordination of Networking Group on Human Mobility and Urbanization (NG-HMU) scheduling regular meetings of the co-chairs and wider NG HMU. roll out of the workplan including development of reports, events and outputs; conducting research; collecting data; organizing meetings and events; and taking notes of and disseminating the proceedings of meetings.

6. Assist in monitoring and support migration-related Inter-State Consultation Mechanisms (ISCMs), including Regional Consultative Processes (RCPs) and regional bodies including the ASEAN (ASEAN-IOM collaboration), SAARC, Pacific Island Forum (PIF) etc. together with the relevant COs.

7. Participate in appropriate policy and operational inter-agency and internal IOM mechanisms; engage with UN Agencies in the development and implementation of the United Nations Sustainable Development Cooperation Framework (UNSDCF), UNESCAP (Regional Economic Commission for Asia and Pacific), and coordinate with partners on the implementation and review processes of the migration-relevant Sustainable Development Goals (SDGs);

8. Assist in gathering data/information that would contribute to developing new tools to enhance communication for the unit, tracking of new trends and fundraising opportunities, gender requirements and overall project proposal development to share with the respective missions.

9. Assist in organizing events for the RO, e.g. Regional Policy Coordination Committee (RPCC), internal events, visiting delegations etc.

10. Perform such other related duties as may be assigned.

**Required Qualifications and Experience**

**Education**

- Master’s degree in Political or Social Sciences, Law and/or International Relations or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

**Experience**

- Experience preferably in an international or non-governmental organization, and experience working in the field of migration;
- Experience in coordination and liaison with government, UN and other related actors
- Experience working on international frameworks such as Global Compact on Migration and 2030 Agenda;
- Experience writing reports, proposals, communication and knowledge products
- Experience on policy and strategy work will be an added advantage.

**Skills**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
• Knowledge of UN and bilateral donor programming.
• Knowledge of IOM Project Development Cycle

Languages

Fluency in English and Thai language 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 level 2**

- **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-VN 22-049 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 or https://roasiapacific.iom.int/careers)

**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.