



International Organization for Migration (IOM)
The UN Migration Agency

Post Description

SVN LA10/2023/1.2

I. POSITION INFORMATION	
Position title	National Project Officer
Position grade	NO-A
Duty station	Vientiane Capital, Lao PDR
Appointment type	Special All inclusive, nine months with possibility of extension
Reports directly to	Counter Trafficking (CT) Coordinator, Vientiane Capital, Lao PDR
II. ORGANIZATIONAL CONTEXT AND SCOPE	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Particularly, he/she will carry out the following duties:</p> <ol style="list-style-type: none">1. Assist in the strategic, technical and administrative tasks and planning to ensure effective implementation of counter trafficking projects in coordination with relevant IOM units in the Lao PDR mission, other relevant mission(s), regional office and headquarters.2. Provide technical assistance to trafficking project activities in Lao PDR and the region, including facilitating and acting as a resource person for consultations, trainings, workshops, surveys and research, situational assessments, advocacy activities in coordination with the CT Coordinator and other Project Officers and external/national experts and in compliance with IOM quality standards, rules and procedures. Develop training materials.3. Support the counter trafficking unit by interfacing with government of Lao PDR, stakeholders, including providing technical assistance to the Government. Strengthen and maintain effective working relationship with the Government counterparts.4. In cooperation with the team and other relevant missions/regional office/HQ assist in contributing to the effective monitoring and evaluation practices to ensure effective design and implementation of projects and activities.5. Provide technical support in the development of new project proposals and ideas in coordination with Government counterparts / stakeholders by selecting and summarizing background information, assessing the local context for the planning and administration of individual projects, and drafting and coordinating endorsement of project proposals through IOM's inhouse system – PRIMA.6. Assist in the development and maintenance of strong liaison and relationships with relevant governmental authorities, NGOs, and other stakeholders including different working groups. Provide local/national context and regular/strategic updates on the local and regional counter trafficking trend to the CT Coordinator and CoM.7. Participate in various technical-level inter-agency meetings within UNCT and relevant coordination meetings in Lao PDR as required and authorized by the CoM.8. Support in promoting dialogue, information-sharing and cooperation among government and non-government actors on areas of cooperation and project implementation for counter trafficking at the national, regional, and international level; promote internal information sharing within units in IOM Lao PDR.	

<p>9. Provide support in preparing necessary project documents to fulfill donor and internal IOM requirements, e.g. interim reports, letters, meeting minutes, activity updates, Note for File, branding and visibility documents, media monitoring, Monitoring and Evaluation, and other reports.</p> <p>10. In coordination with Resource Management Unit, work on financial management and accountability of projects through effective budget planning and monitoring at all project implementation stages.</p> <p>11. Undertake duty travel relating to project activities, as required.</p> <p>12. Train and guide junior/new staff in the unit; May supervise staff if assigned.</p> <p>13. Perform such other duties as may be assigned.</p>
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
<ul style="list-style-type: none"> • Master's degree in Economics, Law, Migration, Political or Social Sciences, Management 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
<p>Successful candidates will have strong project management skills as well as relevant experience working with national prosecutors and other law enforcement agencies in Laos. Prior experience implementing anti-trafficking programs in Laos at national and local levels is desirable.</p>
V. LANGUAGES
<p>Ability to communicate effectively (written and spoken) in English and Lao is required</p>
VI. COMPETENCIES¹
<p>The successful candidate is expected to demonstrate the following values and competencies:</p> <p>Values</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. • Resource Mobilization - Establishes realistic resource requirements to meet IOM needs <p>Core Competencies – behavioural indicators <i>level 2</i></p> <ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate.

¹ Competencies should be drawn from the Competency Framework of the Organization.

- 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.

Notes²

This vacancy is open to both internal and external candidates, and applications from qualified female candidates are especially encouraged. Please be advised that this is a local position and as such only applications from Lao nationals will be considered.

How to apply:

Interested candidates are invited to submit their applications IOM Personal History Form (PHF) and motivation letter via e-mail in English, LaoHR@iom.int by **18 Jan 2023** (midnight) at the latest, referring to this advertisement, quoting **SVN LA10/2023/1.2 National Project Officer** in the subject line.

Only shortlisted candidates will be contacted.

Posting period: From **05-18 January 2023**