



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Assistant
Position grade	G4-Special Short-Term (nine months with possibility of extension)
Duty station	Vientiane, Lao PDR
Position number	TBC
Job family	Immigration and Border Governance (IBG)
Organizational unit	Immigration and Border Governance
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	March 2021
Reports directly to	Project Officer
Number of Direct Reports	0 – Not Applicable
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>IOM has been working in Lao People's Democratic Republic (PDR) since 2002 and has established a fully operational mission since the country became a member-state in June 2018.</p> <p>Current activities focus on strengthening migration governance policy and framework, assisting vulnerable migrants including victims of trafficking, capacity development of government officials, direct services to beneficiaries of migrants, vulnerable people, and migrant communities. In this regard, IOM works on Migrant Protection and Assistance (MPA), Immigration and Border Governance (IBG), labour Migration and Human Development (LHD) and COVID-19 response in line with the national priorities and migration issues pertinent to Lao PDR.</p> <p>Under the direct supervision of the International / Project Officer at IOM Lao PDR; the incumbent will assist to implement the IBG activities; to contribute to the Lao Government's efforts in facilitating safe, orderly, and regular migration.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Particularly, he/she will carry out the following duties:</p> <ul style="list-style-type: none">• Provide support on technical, administrative, and logistic tasks to ensure effective implementation of IBG and migration projects under the assigned IOM thematic unit, in coordination with Resource Management Unit, Communication team, management, and other relevant missions/ regional office;• Assist in providing national and local context regarding IBG and migration issues as well as relevant technical inputs to project teams at mission and regional level aligned to the project activities implemented by IOM Lao PDR;• Support in providing technical assistance to migration project activities as per the thematic unit allocated to (IBG) in Lao PDR and region, including assist Project Officers and Sr. Project Assistant in facilitating trainings, workshops, report, and advocacy activities. Support in developing training materials and review translation;• Assist the Project Officer to strengthen relationship and coordinate the effective implementation of project activities with government, UN agencies, civil society organization and private sectors, etc;• Participate in internal and external meetings as well as project activities as assigned and assist in interpretation. Contribute the external meetings when assigned to provide inputs on mainstreaming issues on migration and IBG, advocating for migrants rights, and forwarding IOM's mandate;	

- Draft meeting minutes, reports, Note for File, monitoring and evaluation (M&E), documentation, and data entry to fulfil IOM, donor and UN Country Team (UNCT) reporting requirements.
- Assist in reviewing translation of the communication materials and information product for supporting the migrant workers in Lao PDR and region; and assist in oral translation in field mission, workshop, and training.
- Assist to draft/keep track/follow up on official letters to the government related departments;
- Support communications team and ensuring visibility aligned with donor and IOM requirements;
- Undertake duty travel relating to project activities, as required
- Perform such other related duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- University Degree in Social Sciences or other relevant field from an accredited academic institution.

EXPERIENCE

- At least two years of experience in migration.
- Knowledge of the immigration issues in Lao PDR is an advantage
- Experience in working closely with the government sector, non-government sectors and the UN Agencies;
- Good interpersonal skills and ability to maintain trust and good working relationship with counterparts;
- Experience in organizing and coordinating workshops and trainings;
- Proven drive for results and effective administrative/logistics management;
- Experience in organizing and coordinating workshops and trainings;
- Commitment to the Prevention of Sexual Abuse and Exploitation (PSEA).

SKILLS

- Good computer knowledge in MS office packages.
- Familiarity with financial and business administration.
- Good communication and negotiation skills.
- Team-work oriented, capacity to work independently with minimal supervision.
- Ability to work well under pressure and to keep deadlines.
- Willingness to travel to remote areas.
- Sound and proven understanding of internal and international migration issues in Lao PDR.
- Knowledge of the United Nations system is an advantage

V. LANGUAGES

Required
(specify the required knowledge)

Desirable

English and Lao

Fluent

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and 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

- 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 application package via e-mail:

LaoHR@iom.int

by, **21 March 2023** at the latest with mention the reference code: **SVN LA10/2023/3.1**; **Project Assistant** in the subject line.

Please submit below documents with your application:

- 1. Application Letter**
- 2. Cover Letter**
- 3. Three references**

This position open for Lao National only.

Shortlisted candidates will be contacted.

Posting period: From 8 March 2023 - 21 March 2023