



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	National Project Officer
Position grade	NO-B
Duty station	Vientiane, Lao PDR
Position number	TBC
Job family	Migration
Organizational unit	n/a
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	0
Reports directly to	Chief of Mission
Number of Direct Reports	1
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>IOM has been working in Lao People's Democratic Republic (PDR) since 2002. Current activities focus on assisting vulnerable migrants including victims of trafficking, capacity development of government officials, skills development of migrants, returnees and aspirant migrants, ethical recruitment and poverty reduction activities.</p> <p>Under direct supervision of the Chief of Mission, IOM Lao PDR and in coordination with the Project Officer and Programme Officer and the Regional Project Manager, the incumbent will be responsible for implementation of IOM Lao PDR Labour Migration projects. These include technical, financial and administrative responsibilities as well as management of partnerships and relationships with the stakeholders.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Particularly, he/she will carry out the following duties:</p> <ol style="list-style-type: none">1. Be responsible for strategic, technical and administrative tasks to ensure effective implementation of labour migration 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 labour migration 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 Programme Officer and Project Officer and external/national experts and in compliance with IOM quality standards, rules and procedures. Develop training materials.3. Act as labour migration focal point responsible for interfacing with government of Lao PDR, stakeholders, including providing technical assistance to the Government and participating in regional events, including Global Compact of Migration, Labour Migration Working Group, The ASEAN Forum on Migrant Labour (AFML), among others. This includes higher policy level engagement with the concerned stakeholders in coordination with Programme Officer, Project Officer and relevant project staff.4. In cooperation with the Programme Officer and project staff in Lao PDR and other relevant missions/regional office/HQ contribute to the effective monitoring and evaluation practices to ensure effective design and implementation of projects and activities.5. Lead 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. Develop and maintain strong liaison and relationship with relevant governmental authorities, donors, UN Country Team, Recruitment agencies, Skills providers, NGOs and other stakeholders including different working groups.
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 labour migration at the national, regional and international level; promote internal information sharing within units in IOM Lao PDR.
9. Be responsible for 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.
10. In coordination with Resource Management Unit, provide financial management and accountability of projects through effective budget planning and monitoring at all project implementation stages.
11. Provide regular/strategic updates on the local and regional labour migration trends to the COM. Be responsible for policy briefs, programme summaries, press releases and other relevant info materials and statistics on to inform IOM's mandate on labour migration needs. Support the promotion and visibility of IOM activities within relevant national and regional working groups and forums. Provide informal translation and interpretation, when required.
12. Supervise and train project relevant IOM staffs.
13. Undertake duty travel relating to project activities, as required.
14. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- 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

- Experience in managing, developing and implementing programmes related to labour migration, recruitment, employment and social development;
- Experience in liaising with the private sector, CSO/NGO, diplomatic authorities and international organizations and any other concerned agencies and working groups;
- Experience in working, coordinating with governmental authorities, specifically with the Ministry of Labour and Social Welfare is an advantage;
- Previous working experience of migration specifically the Greater Mekong Sub-region countries is an advantage;

SKILLS

- Management and development skills.
- Strong analytical skills and demonstrated managerial and organizational ability;
- Ability to work in a multicultural team and with counterparts at different levels;
- Demonstrated ability to meet deadlines and to write clearly and accurately;
- Knowledge and understanding of labour migration issues in Lao PDR.
- Teamwork oriented but with a capacity to work independently
- Excellent writing and communication skills
- Computer literate with basic Microsoft Office software

V. LANGUAGES	
Required (specify the required knowledge)	Desirable
English and Lao	Fluent
VI. COMPETENCIES ¹	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values - all IOM staff members must abide by and demonstrate these three 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. <p>Core Competencies</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. • <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. <p>Managerial Competencies – behavioural indicators /level 3</p> <ul style="list-style-type: none"> • <u>Leadership</u>: 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. • <u>Empowering others & building trust</u>: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential. • <u>Strategic thinking and vision</u>: works strategically to realize the Organization's goals and communicates a clear strategic direction. 	

How to apply:

Interested candidates are invited to submit application package via e-mail: LaoHR@iom.int by, **28 January 2021** at the latest with mention the reference code: **LASVN2021-001; National Project Officer** 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.***