



Vacancy Notice

SVN LA10/2024/6.2

Category A

FOR THE CONSULTANCY CONTRACT OF:

1. **Duty Station of the Consultancy:** Vientiane Capital, Lao PDR
2. **Duration of Consultancy:** 1 August 2024 – 30 June 2024
3. **Nature of the consultancy:** Consultancy service to provide daily operational assistance and support to the Integrate Migrant Assistance Centre (iMAC) at Lao-Thai Friendship Bridge 1.
4. **Project Context and Scope:**

Poverty Reduction through Safe Migration, Skills Development and Enhanced Job Placement in Cambodia, Lao PDR, Myanmar and Thailand (PROMISE), a regional programme implemented by the International Organization for Migration (IOM) and supported by the Swiss Agency for Development and Cooperation (SDC), aims to remove constraints and barriers that prevent migrant workers, their employers, and communities across Cambodia, Lao People's Democratic Republic, Myanmar, and Thailand (CLMT), from benefiting from the full potential of labour migration as a source of poverty reduction, economic growth, and resilience. It achieves this by collaborating with businesses, recruitment agencies, skills development providers, civil society organizations, and government counterparts, as well as engaging in regional mechanisms and forums, including ASEAN. Phase II of the PROMISE programme (2021–2025) builds upon the achievements of Phase I (2017–2021) by ensuring that migrant workers can access recognizable skills development opportunities and translate them into better employment and livelihoods opportunities, including by increasing national and regional policy coherence of migration, employment, and skills development mechanisms in CLMT.

Under PROMISE, IOM has been supporting the reintegration of returning migrant workers in Lao PDR with the aim of ensuring that pathways to promote better employment opportunities and decent working conditions for migrants and skills acquired abroad can be effectively utilized upon their return, thereby contributing to employability and enhancing economic opportunities within the country. Returning migrant workers often bring back valuable experience and skills acquired in sectors such as construction, manufacturing, hospitality, and services, particularly from countries like Thailand. Despite the demand for these skills among employers in Lao PDR, there exists a gap in effectively matching returning migrant workers with suitable job opportunities.

In this context, the needs assessment of Migrant Support Services conducted in July 2022 which recommended the establishment of an Integrated Migrant Assistance Centre at the point of entry in Lao People's Democratic Republic as the first pilot. The establishment of Integrated Migrant Assistance Centre (iMAC) is timely, with the aim of supporting migrants, especially returning migrant workers, aspiring migrants, through the provision of job matching platforms and referral mechanisms in coordination with relevant stakeholders. The iMAC at Lao-Thai Friendship Bridge 1 in Vientiane Capital which sees a high rate of both inbound and outbound migration and plays a pivotal role in enhancing the employability of returning migrant workers.

Under the overall supervision of the Chief of Mission, in coordination with the Head of Programmes, and direct supervision of the National Project Officer of LMI; the iMAC consultant will provide daily operational assistance and support to the iMAC. The incumbent is expected to carry out the duties in accordance with ethical standards and with respect for gender and socio-cultural differences of migrants and victims of trafficking, with the aim of contributing to the Lao Government's efforts in facilitating safe, orderly, and regular migration in Lao People's Democratic Republic.

5. Organizational Department / Unit to which the Consultant is contributing Poverty Reduction through Safe Migration, Skills Development and Enhanced Job Placement in Cambodia, Lao People's Democratic Republic, Myanmar, and Thailand (PROMISE) – LM.0463

6. Category A Consultants: Tangible and measurable outputs of the work assignment

Responsibilities:

- 1) Deliver Safe Migration Orientation, distribute information on employment and skills development opportunities, and provide referrals to relevant services.
- 2) Retrieve, compile, summarize and share updated information related to job opportunities available in local and overseas labour market, including travel procedures, fees and required documents to stay and work abroad.
- 3) Collect data on the number of beneficiaries receiving services, follow up with beneficiaries periodically and monitor results.
- 4) Prepare statistics, presentations, weekly updates, monthly reports, and analysis as requested.

Tasks:

- 1) Assist in identifying and addressing the needs, problems and issues faced by migrants, and refer them to responsible departments/ministries for resolution
- 2) Participate in outreach activities with Lao migrant returnees as well as prospective migrants, including providing safe migration information, counselling, and referrals
- 3) Strengthen iMAC operations and raise awareness of existing services among migrant communities
- 4) Conduct a comprehensive analysis of the collected data to extract key trends.
- 5) Engage with central/provincial government and NGOs partners to collect relevant information to guide iMAC operations and interventions Update project databases (project recording and reporting templates, including existing database system/application)
- 6) Draft human-interest stories of beneficiaries as requested.
- 7) Ensure confidentiality in accordance with IOM confidentiality/privacy guidelines in all case records and personal information of beneficiaries
- 8) Attend monthly meetings and any other meetings as necessary.
- 9) Respond to general information requests and inquiries; set up and maintain files/records.
- 10) Performing duty travel as required.
- 11) Performing other related duties as assigned.

7. Performance indicators for the evaluation of results

- Satisfactory completion of all tasks listed above.
- Timely submission of all key deliverables listed above.
- Adherence to IOM Brand Guidelines and other visibility requirements.
- High quality of written reports.

8. Education, Experience and/or skills required.

- Bachelor's degree in political or social sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law, Management, or related fields from an accredited academic institution with two years of relevant professional experience; or
- School diploma with four years of relevant experience.
- At least two years of experience working on development projects.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups,
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in organizing and coordinating workshops and training.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Excellent interpersonal skills, including the ability to effectively communicate with diverse stakeholders and vulnerable populations
- Good computer knowledge of MS office packages and database skills.
- Demonstrate and proven problem-solving skills.
- Team-work oriented, capacity to work independently with minimal supervision.
- Skills in Visibility and Communications (such as Storyboard/Storytelling and use of tools such Adobe, Photoshop) is an advantage.
- Ability to work well under pressure and to meet deadlines.
- Experience working on issues related to labour migration and vulnerable populations in Lao PDR is an advantage.
- Sound and proven understanding of internal and international migration issues in Lao PDR is an advantage.
- Good written and oral communication skills in both English and Lao language.
- Knowledge of the United Nations system is an advantage.

9. Travel required.

Project activities will be based at Lao-Thai Friendship Bridge 1 in Vientiane Capital. The precise workplan and travel requirements will be determined and agreed upon prior to signing the contract.

Telephone and Internet cards will be provided monthly.

10. Competencies

Values

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain 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 to the IOM Lao Human Resources Unit at LaoHR@iom.int by **7 July 2024 (midnight)** at the latest. Kindly indicate the reference code **SVN LA10/2024/6.2**, followed by your full name, in the subject line.

Applications should include:

- Curriculum vitae with three references
- Cover letter/letter of motivation.

**This position open for Lao National Only.
Only shortlisted candidates will be contacted.**

Posting period:

From 24 June 2024 – 7 July 2024.