



International Organization for Migration (IOM)
The UN Migration Agency

Annex 3: SVN LA10/2022/6.1

Open to Internal and External Candidates

Position Title : **Senior Project Assistant - Immigration and Border Management (IBM)**
Duty Station : **Vientiane, Lao PD**
Classification : **General Service Staff, G6**
Type of Appointment : **Special Short Term (SST), 9 months with possibility of extension – Full Time 40hpw**
Estimated Start Date : **As soon as possible**

Closing Date : **12 September 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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:

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. 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.

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the IBM Project Officer in IOM, Lao PDR; the incumbent will assist to coordinate the implementation of projects under the Immigration and Border Management portfolio; to contribute to the Lao Government's efforts in facilitating safe, orderly, and regular migration, through the implementation of effective and efficient integrated border and migration management.

Core Functions / Responsibilities:

1. Assist the IBM Unit on the day-to-day interaction with key government ministries and other stakeholders on technical, administrative, and logistic tasks to ensure effective implementation of immigration and border management projects.
2. Coordinate and provide support to the Department of Immigration's Technical Working Group in the development of relevant guides and training materials to facilitate the immigration officers in familiarizing their core functions and responsibilities.
3. Support in organizing trainings to build the technical knowledge of immigration officials including the development of knowledge products, in consultation with the Communication Team, to help facilitate institutionalization of knowledge.
4. Assist in planning, implementing, monitoring and documenting activities related to IBM.
5. Contribute in mainstreaming IBM issues into ongoing IOM internal policy process such as the Country Strategy, and external policy process such as implementation of the 9th NSEDP and UN Sustainable Development Cooperation Framework, Covid-19 recovery plan;
6. Coordinate the organization of meetings, workshops and trainings among project stakeholders, and assist in facilitation of training activities for project partners and government counterparts.
7. 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.
8. Under the supervision of the IBM Project Officer, attend external technical meeting to discuss IBM as assigned.
9. Assist to draft/keep track/follow up on official letters to the government related departments.
10. Support communications team and ensuring visibility aligned with donor and IOM requirements.
11. Assist in facilitating informal Lao/English translation, printing and dissemination of knowledge products and other relevant materials.
12. Coordinate project implementation; donor reporting; and participate in monitoring and assessment.
13. Facilitate communication and information exchange among the government partners, UN and NGO partners, and the IOM Regional Office.
14. Participate in technical meetings, workshops, conferences and seminars including technical meetings for UNCT and other external meeting.
15. Work closely with the IOM Administrative, Finance and Procurement staff to ensure financial monitoring of Lao PDR project activities and assist in the development of activity budgets.
16. Under the supervision of IBM Project Officer be responsible for Assisted Voluntary Return and Reintegration (AVRR) for both Lao stranded overseas and Foreign stranded migration in Lao PDR.
17. Assist to coordinate with IOM offices at Regional Office and other countries and Lao Embassies in this region in terms of supporting stranded migration, migration work, and cross border coordination matters.
18. Coordinate on psychological support to AVRR cases internally and internationally.
19. Engage in duty travel related to programme activities.
20. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed High School diploma from an accredited institution, with six years of relevant experience preferably in similar roles.
- or bachelor's degree from an accredited academic institution with at least 4 years of relevant professional experience especially in the field of public security including immigration and border management.

Experience

- Experience in anti-crime programmes and capacity building activities
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions
- Familiarity with financial and business administration.
- Sound and proven understanding of internal and international migration issues in Lao PDR and the neighboring countries.
- Knowledge of the immigration and border management issues is an advantage
- Knowledge of rehabilitation, with emphasis on training and presentation skills are essential.
- Experience in organizing and coordinating workshops and trainings.
- Commitment to the Prevention of Sexual Abuse and Exploitation (PSEA);
- Have basic knowledge of psychological support (An asset);
- Have knowledge and experience working on points of entry (An asset);
- Have good knowledge and experience in coordinating and working with the governmental line-ministry and UN-Agencies (An asset).

Skills

- Management and development skills.
- Ability to work in a multicultural team and with counterparts at different levels.
- Demonstrated ability to meet deadlines and to write clearly and accurately.
- Teamwork oriented but with a capacity to work independently
- Excellent writing and communication skills
- Strong organizational and time management skills, and ability to deliver under tight timelines.
- Computer literate with basic Microsoft Office software

Languages

Fluency in English and Lao (Oral & Written) and Fluency in other languages may be an asset.

Required 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 act 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 indicator 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.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: 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.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction

IOM's competency framework can be found at this [link](#).

Competencies will be assessed during a competency-based interview

Other

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Laos, PDR will be eligible for consideration.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be required to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM on or after 15 November 2021. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

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 29 June 2022 (midnight) at the latest, referring to this advertisement, quoting **SVN LA10/2022/6.1 Senior Project Assistant – Immigration and Border Management (IBM)** in the subject line.

For an application to be considered valid, IOM only accepts duly completed PHF signed and scanned.

Only shortlisted candidates will be contacted.

Posting period: From 06 – 12 September 2022