



IOM International Organization for Migration

Open to Internal and External Candidates VN 2020/02 (HCMC)

Position Title : **Project Coordinator**
Duty Station : **HCMC, Vietnam**
Classification : **General Service Staff, Grade 7 (UN salary scale)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **June 17, 2020 (posting period extended)**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. Applications are welcome from first-and second-tier candidates. For the purpose of this vacancy, the internal candidates are considered first-tier candidates. Internal candidates on regular or fixed-term contracts should meet the minimum of time in post requirement of eighteen months or more at the time of the closing of the VN. The minimum time in post requirement will be reduced to six months or more for those with short-term contracts.

IOM's Corporate Responsibility in Eliminating Slavery and Trafficking in Asia (CREST) programme identifies businesses as a critical partner in the fight against modern slavery including forced labour and human trafficking, with the private sector offering unique skills, knowledge and market leverage. Under CREST, IOM Viet Nam is currently implementing several partnership projects with multi-stakeholder partners including the private sector, governments, civil society organisations, and international institutes, to address the vulnerabilities of migrant workers in international supply chains.

Under the overall direction of the Head of Office, and the direct supervision of the Project Manager (CREST) in Ho Chi Minh City (HCMC) and secondary supervisor of the National Programme Officer, the Project Coordinator will be responsible for the implementation of these partnerships and general stakeholder engagement in Viet Nam, which promote ethical recruitment of migrant workers, supply chain transparency and fair labour practices. She/he will ensure effective coordination with partners and stakeholders in Viet Nam and Asia, including multi-national companies, business and professional associations, civil societies, and government counterparts.

Core Functions / Responsibilities: **Project Implementation and Coordination**

- ✓ Coordinate and facilitate the implementation of various projects under CREST Programme in accordance with the approved project documents and budget;
- ✓ Provide technical support for the assigned projects, which will include but not be limited to a) carrying out assessments of private sector partners' recruitment and employment policies against national and international labour standards, b) reviewing, advising and following up on the revision of policies and management systems of private sector partners;
- ✓ Coordinate effectively with partners and stakeholders as required for each project assigned;
- ✓ Identify issues/areas of improvement with project implementation, and report them to senior managers in a timely manner with recommendations/solutions;
- ✓ Travel on field work trips for monitoring, conferences, meetings, and presentations;
- ✓ Draft project narrative reports for donors in coordination with the Project Managers.

Networking and Partnership

- ✓ Pro-actively facilitate discussions and negotiations with the private sector, public sector, and civil society partners/stakeholders on the topic of corporate responsibility and modern slavery, including human trafficking and exploitation, in international supply chains;
- ✓ Pro-actively support the formation of partnerships with both the public and private sector, designed to support the goals of the CREST program and IOM Viet Nam Mission;
- ✓ Participate in relevant working groups on business and human rights, ethical recruitment and labour practices, social sustainability.

Training

- ✓ Tailor and deliver relevant training courses in the area of corporate responsibility, ethical recruitment, and modern slavery for various target audience in Viet Nam and Asia (with a focus on Viet Nam) including private sector partners, business associations, civil society organisations, and government counterparts;
- ✓ Assess training programs' effectiveness, success, and periodically report on them. Conduct pre- and post-training surveys and document lessons learned for enhancing the quality of training programs.

Project Development and Research

- ✓ Map the landscape of potential and relevant private sector, public sector, and civil society partners to strengthen the capacity of stakeholders to address the risks of labour exploitation including forced labour and human trafficking in supply chains;
- ✓ Participate in the development of concept notes/ proposals for potential donors;
- ✓ Support the design of relevant research activities under CREST Programme in relation to international and internal migration.

General

- ✓ Provide technical and backstopping support to various teams in the mission when required;
- ✓ Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- ✓ High School Degree/Certificate from an accredited academic institution in social sciences or other relevant disciplines with minimum seven year of work experience; or Bachelors or equivalent or higher degree with minimum five years of relevant professional experience

Essential:

- ✓ Demonstrated significant experience in implementing projects in Viet Nam and/or in Asia, preferably related to migration and labour issues including labour migration, international labour recruitment, corporate social sustainability and social compliance programs;
- ✓ Proven experience in project management including managing partnerships, human resources, budget, monitoring and evaluation;
- ✓ Experience in liaising with governmental authorities in Viet Nam at both central and local levels, other national/international institutions and NGOs, in Viet Nam as well as in the region;
- ✓ Experience in facilitation and training of large groups, diverse groups, and groups of senior-level executives as well as experience with innovative training, facilitation approaches and training design;
- ✓ Excellent drafting skills;
- ✓ Strong coordination, negotiation, mobilizing and facilitation skills.

Preferable:

- ✓ Experience with social auditing including management systems auditing;
- ✓ Proven experience in managing and/or conducting quantitative and qualitative assessments, surveys;
- ✓ Sound knowledge of social research methods;
- ✓ Experience with capacity building for private sector partners;
- ✓ Experience with proposal development;
- ✓ Working and networking experience with private sector and international institutions in Viet Nam as well as in the region.

Languages: Fluency in both English and Vietnamese.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

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 – behavioural indicators (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.

Other

- ✓ Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.
- ✓ Only candidates residing in the country will be considered. A prerequisite for taking up the position is legal residency and work permit, as applicable.

How to apply:

All interested candidates should download and complete an IOM Personal History Form from the IOM Viet Nam website at www.iom.int.vn

Completed applications, including IOM Personal History Form, application letter, and copies of diplomas and certificates, recommendation letters, etc. may be delivered to the IOM Sub-Office in Ho Chi Minh City at 1B Pham Ngoc Thach, District 1, or submitted electronically to hcmc@iom.int.

Posting period:

From 03.06.2020 to 17.06.2020