



IOM International Organization for Migration

Open to Internal and External Candidates VN 2020/03 (HCMC)

Position Title : **Project Assistant (two positions)**
Duty Station : **HCMC, Vietnam**
Classification : **General Service Staff, Grade 5 (UN salary scale)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **April 10, 2020**

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 (CREST) is a regional partnership initiative that aims to realize the potential of business to uphold the human and labour rights of migrant workers in their operations and supply chains. The programme aims to enable business and regional actors to increasingly respect and promote the human and labour rights of women and men migrant workers in key industries and supply chains in Asia.

Under the overall supervision of the Project Manager (CREST) in Ho Chi Minh City (HCMC), and the direct supervision of the Project Officer (CREST) in HCMC, the Project Assistant will provide programmatic, administrative and logistical assistance in the implementation of projects under the CREST programme. Current projects include activities related to labour migration, business and human rights, private sector engagement, and ethical recruitment.

Core Functions / Responsibilities:

- ✓ Track, compile, analyze, and present information on new developments and relevant trends and policies in the field of labour migration, business and human rights; undertake desk research as required;
- ✓ Liaise with stakeholders involved both internally and externally and follow-up to ensure timely progress of tasks assigned;
- ✓ Assist in provision of administrative and logistical support required for the successful implementation and monitoring of activities, including but not limited to drafting meeting notes, preparing and finalizing administrative/financial documents according to IOM's processes;
- ✓ Contribute to the drafting of concept notes and project proposals to private sector partners as well as other institutional donors, including drafting of project budgets;
- ✓ Support internal and external capacity building and training initiatives with key stakeholders of the CREST programme;

- ✓ Contribute to internal and external CREST communication and visibility efforts in alignment with planned project deliverables;
- ✓ Support with strengthening knowledge management activities under the CREST programme;
- ✓ Assist in planning, coordination and arrangements for conducting project events such as workshops, seminars/conferences, trainings, meetings, presentations, including participants' travel and hotel arrangements and trip itineraries where necessary;
- ✓ Assist CREST project team in planning and organizing duty travel and related administrative and logistical arrangements;
- ✓ Undertake duty travel for project events including trainings, workshops, conferences, meetings, and presentations as required;
- ✓ Perform other related duties as may be assigned.

Required Qualifications and Experience

Education

- ✓ Bachelor's degree in Humanitarian Affairs, International Studies, Political Science, Law, Human Rights, Development Studies or a related field from an accredited academic institution with at least three years of relevant professional experience;
- Or,
- ✓ High School Degree/Certificate from an accredited academic institution in social sciences or other relevant disciplines with minimum five years of relevant professional experience.

Essential:

- ✓ Experience in assisting project development, implementation, monitoring, reporting and evaluation;
- ✓ Experience in migrant rights and vulnerability, trafficking in persons, forced labour;
- ✓ Experience in business and human rights and corporate social responsibility;
- ✓ Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities;
- ✓ Good communication, facilitation, presentation skills;
- ✓ Demonstrated proficiency with Microsoft Office applications, including Excel, Word, PowerPoint, and SharePoint.

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 1)

- ✓ 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 26.03.2020 to 10.04.2020