# POST DESCRIPTION

## I. POSITION INFORMATION

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Position title</strong></td>
<td>Consultant - Operations Assistant; Flow Monitoring (4 months)</td>
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<tr>
<td><strong>Position grade</strong></td>
<td>N/A</td>
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<tr>
<td><strong>Duty station</strong></td>
<td>Vientiane</td>
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<tr>
<td><strong>Position number</strong></td>
<td>TBA</td>
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<tr>
<td><strong>Job family</strong></td>
<td>Migration</td>
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<tr>
<td><strong>Organizational unit</strong></td>
<td>TBA</td>
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<tr>
<td><strong>Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?</strong></td>
<td>Country Office</td>
</tr>
<tr>
<td><strong>Position rated on</strong></td>
<td>No</td>
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<tr>
<td><strong>Reports directly to</strong></td>
<td>DTM Flow Monitoring Coordinator for Cambodia, Lao People's Democratic Republic and Thailand</td>
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**Number of Direct Reports**: 1

## II. ORGANIZATIONAL CONTEXT AND SCOPE

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.

The Asia Regional Migration Program is a regional project which aims to strengthen the capacities and resources of Governments in Asia to manage complex migration flows in the region and to support migrants in vulnerable and crisis situations, through enhanced structures, policies, processes, safe and legal migration pathways, and effective partnerships at the national, sub-regional, and regional levels.

Under the framework of this program, IOM will soon begin roll out of flow monitoring activities in Lao People's Democratic Republic, at the border with Thailand. It is expected that these flow monitoring activities will lead to a better understanding of human mobility patterns and vulnerabilities of migrant populations transiting through key border crossing points between Thailand and Lao People's Democratic Republic. Under the direct supervision of the DTM Flow Monitoring Coordinator for Lao People's Democratic Republic and Thailand and the overall supervision of the Head of Office in Vientiane, the successful candidate will provide operational support to the establishment and implementation of flow monitoring activities across various project sites in Vientiane, Lao People's Democratic Republic.

## III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Provide support to data collection operations in the context of flow monitoring activities being undertaken in Vientiane;
2. Support the identification and recruitment of enumerators and key informants;
3. Support the training and direct supervision of enumerators and key
informants, and regularly monitor data collection methods and quality of collected data;

4. Travel to areas of operation in Vientiane to support the harmonization of relevant tools and practices, and to build capacities of enumerators and key informants implementing flow monitoring activities;

5. Support the regular update and improvement of flow monitoring activities in relation to the evolving situation and operations in the field;

6. Liaise with government counterparts on a regular basis to ensure effective implementation of data collection exercises;

7. Liaise with IOM colleagues and partners on relevant information management and reporting issues, tools and initiatives;

8. Demonstrate commitment to the Prevention of Sexual Abuse and Exploitation (PSEA) and ensure mainstreaming of PSEA in flow monitoring operations;

9. Perform such duties and travels as may be assigned by the direct supervisor.

### IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

#### EDUCATION

- University degree in social sciences, law, political science or related field.

#### EXPERIENCE

- At least three years of relevant experience in operational capacities, data collection and/or information management activities, preferably with an international or intergovernmental organization working on issues related to migrants and vulnerable populations in Lao People's Democratic Republic;
- Strong interpersonal skills and ability to maintain trust and good working relationship with counterparts;
- Demonstrated experience in liaising with government officials and in coordinating activities with NGOs and government partners;
- Demonstrated experience in project management support;
- Experience in organizing and coordinating workshops and trainings;
- Team-oriented, but with capacity to work independently;
- Personal commitment, efficiency, and flexibility;
- Strong organizational and time management skills, and ability to deliver under tight timelines;
- Excellent analytical abilities;
- Strong interest in the issue of labour migration and anti-trafficking in persons;
- Solid understanding of the norms of professional ethics;
- Experience in working effectively and harmoniously with colleagues from various cultures and professional backgrounds;
- Commitment to the Prevention of Sexual Abuse and Exploitation (PSEA);
- Fully computer literate;
- Good writing, communication and negotiation skills.

#### SKILLS

- Knowledge of quantitative data collection and analysis;
- Experience in monitoring field teams for data collection purposes;
- Experience in negotiating with government and stakeholders;
- Excellent interpersonal skills and demonstrated ability to lead and work effectively in team situations;
- Substantial experience with digital data collection systems and platforms;
- Knowledge of the Microsoft package and high level of proficiency in Excel.
V. LANGUAGES

<table>
<thead>
<tr>
<th>Required (specify the required knowledge)</th>
<th>Desirable</th>
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<tr>
<td>English</td>
<td>Excellent command in English and Lao</td>
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VI. COMPETENCIES

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

Values - all IOM staff members must abide by and demonstrate these three 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 3**

- **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 application via e-mail: LaoHR@iom.int by **23 February 2020** at the latest with mention the reference code: LASVN 2020-001 in the subject line of Consultant - Operations Assistant.

Please submit below documents with your application:

- Updated CV
- Cover letter
- At least two contact information for references (name, title, organization, phone and email)

*This position open for Lao National only.*

*Shortlisted candidates will be contacted.*

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1 Competencies and respective levels should be drawn from the Competency Framework of the Organization.