

Open to Internal and External Candidates

Position Title	: Programme Coordinator, People Smuggling, Transnational Crime and Technology
Duty Station	: Bangkok, Thailand
Classification:	Consultancy, Full Time (37.5 hours per week)
Type of Appointment :	Consultant Contract (12 months)
Desired Start Date	: As soon as possible
Closing Date	: November 28, 2022
Reference Code	: CFA055/2022

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.

1. ORGANIZATIONAL CONTEXT AND SCOPE:

The *Bali Process on People Smuggling, Trafficking in Persons and Related Transnational Crime* (Bali Process) is a non-binding and state-driven process involving 49 members (countries and international agencies), including the International Organization for Migration (IOM), United Nations High Commissioner for Refugees (UNHCR), the International Labour Organization (ILO), and the United Nations Office of Drugs and Crime (UNODC), as well as a number of observer countries and international agencies who participate in this voluntary forum.

The Regional Support Office of the Bali Process (RSO) was established in 2012 as a unique regional mechanism that brings together relevant policy knowledge, technical expertise and operational experience from Bali Process members and other key stakeholders to develop practical initiatives that support members to address people smuggling, trafficking in persons and related transnational crime.

The RSO is administered by the Governments of Australia and Indonesia with corporate support provided by the International Organization for Migration. The advertised vacancy is within the RSO.

The RSO assists Members by working across four key objectives in:

1. Providing specialist technical assistance to Bali Process Members, Task Forces and Working Groups.
2. Developing and delivering fit-for-purpose operational capacity building activities relevant to the Bali Process' mandate.

3. Providing support in policy development and promoting best practice to improve aspects of migration management, and responses to people smuggling, trafficking in persons and related transnational crime.
4. Actively engaging and promoting the RSO's work to partners and dialogues outside of the Bali Process structure.

More information can be found at www.baliprocess.net

2. RESPONSIBILITIES AND ACCOUNTABILITIES

Reporting to the RSO Co-Managers and working cooperatively with colleagues across the RSO, the Programme Coordinator will be responsible for overall coordination and management of the RSO's People Smuggling, Transnational Crime and Technology work program including working with Bali Process Member States (BPMS) to build BPMS capability to combat transnational crime related to people smuggling and trafficking in persons.

The Programme Coordinator will lead the RSO program of work and activities that will support BPMS to combat people smuggling through the provision of capability development activities including capacity building, research, policy dialogue, development of guidelines and toolkits, public information campaigns and developing an understanding of people smuggling routes and regional trends. The Programme Coordinator will also support BPMS with respect to the use of technology to combat transnational crime and take steps to assist BPMS to improve their understanding of the use of technology by criminal organisations (for example, encrypted messaging services, the dark web, social media, social engineering etc.) to conduct people smuggling and trafficking in persons activities.

The Programme Coordinator will be required to supervise, manage and mentor staff.

The Programme Coordinator will be required to establish and develop productive working relationships with stakeholders both inside the RSO and external to the RSO.

Core Functions / Responsibilities:

Strategy and Monitoring

- Keep abreast of latest developments with regard people smuggling and related transnational crimes regionally and globally, with the objective of informing RSO activities and strategy and with a focus on thematic areas as they relate to people smuggling and trafficking in persons such as BPMS progress in: addressing participation in an organized criminal group, countering money laundering, anticorruption activities, reducing occurrences of obstruction of justice, engaging in

extradition activities, undertaking mutual legal assistance and undertaking law enforcement cooperation.

- Oversee a 'Needs Assessment' of Bali Process Member States (BPMS) to determine the assistance the RSO could provide to support BPMS to combat people smuggling and related transnational crime.
- Oversee the development of an RSO People Smuggling and Transnational Crime and Technology Strategy and supporting framework to guide the establishment of a work plan and activities.
- Prepare advice for consideration by the Co-Managers on the development of a central resource / knowledge hub on the RSO website to support BPMS in the areas of people smuggling, and related transnational crime and technology related resources.
- Provide technical support and advice to BPMS with respect to the United Nations Convention against Transnational Organized Crime and the Protocol on the Smuggling of Migrants by Land, Sea and Air in the areas of, but not limited to, ascension, national legislation and awareness raising.
- Produce concept notes for consideration by the RSO Co-Managers to support the establishment of projects, delivery of activities, publication of materials, establishment of partnerships etc.

Program coordination and management

- Identify upcoming funding opportunities in line with the RSO to the Bali Process' strategic priorities in coordination with the RSO's Co-Managers.
- Lead on the preparation and review of concept notes and proposals based on solid results frameworks responding to emerging trends and priorities, in coordination with the Project managers.
- Oversee the management of programs/projects with delivery partners and contractors including but not limited to, liaison with delivery partners/contractors, setting objectives and deliverables for delivery partners and contractors, financial operations, governance arrangements, project monitoring and evaluation, donor bidding processes

- Contribute to or lead in the drafting of RSO briefings, minutes, documents, reports, corporate documents and undertake training as required.
- Contribute to RSO stakeholder databases including focal points and key contacts, partners, trainers etc.
- Ensure the People Smuggling and Transnational Crime and Technology elements of the RSO Annual Workplan are delivered and keep the RSO Co-Managers updated on progress.
- Submit a monthly performance report to the RSO Co-Managers outlining progress and achievements.

Bali Process Member States Capability Development (Capacity Building, Training, and Promotion of Policy and Best Practice)

- Oversee the preparation and delivery of policy roundtables, capacity building activities and training, to improve understanding of BPMSs of the smuggling of migrants protocol, people smuggling routes and trends, on the use of technology by criminal organisations to facilitate people smuggling and trafficking in persons, and to promote awareness raising, information sharing and the promotion of best practices on combating people smuggling, transnational crime and technology.
- Oversee and facilitate the delivery of training to government officials, law enforcement and other frontline officers on combatting people smuggling and countering transnational crime as it relates to people smuggling and trafficking in persons and raise awareness of the use of technology as a tool to combat people smuggling and trafficking in persons.
- Publish and facilitate the publication of research papers, briefing notes, policy guides, environmental scans, BMPS toolkits etc.
- Lead and ensure technical oversight in the development of curriculums and supporting modules, learning activities, interactive learning activities and group activities, including training of trainers' activities, where appropriate
- Develop monitoring and evaluation plans to measure capacity building impact and lessons learned, post training return to work action plans for participants and conduct monitoring and follow-up with participants.

- Oversee the development of relationships with trainers, experts and other specialists who can assist the RSO to deliver capability development activities and maintain a record of trainers information.

Engagement and Partnerships

- Support the work of the RSO and work cooperatively and collegiately across all teams within the RSO noting the overlap in thematic areas and topics within the RSO Structure.
- Support the Bali Process Working Groups with specific focus on the Bali Process Disruption Working Group and Taskforce for Planning and Preparedness.
- Establish, develop and maintain professional relationships with RSO's stakeholders, and the RSO's program and project delivery partners.
- Support the RSO-BPMS Secondments Program and RSO Alumni Network.
- Support and contribute to RSO Communications, Engagement and Outreach activities.
- Cultivate relationships with partners and donors to secure financial support for projects, programs and activities.
- Represent the RSO at bilateral, regional and intergovernmental meetings, including the preparation and delivery of discussion points, managing consultations, coordination of background documents and reports and ensure appropriate distribution to key stakeholders.
- Represent the RSO and actively participate in various forums such as roundtables, conferences, webinars, meetings and capacity building and training activities.
- Ensure that RSO products and activities to key stakeholders are disseminated and promoted through engagements and events via RSO social media channels.
- Contribute to the running of the RSO Alumni network and contribute to the maintenance of the RSO-alumni database.
- Protect and promote the RSO 'brand' ensuring appropriate recognition of our efforts is granted.

General

- Perform such other duties as may be assigned by the Co-Managers.

Performance Management and Professional Development

Performance management is a continuous process of improving performance by setting individual and team goals which are aligned to the strategic goals of the organization. The performance management process includes clarifying expectations, setting objectives, providing feedback, reviewing results and developing the knowledge, skills and abilities of staff.

All employees will participate in the RSO's Performance Management Framework and prepare a Performance and Development Agreement (PDA) with their respective supervisor. The PDA will include their role and responsibilities, performance expectations and a development plan which the employee will be assessed against.

Actively pursuing professional development ensures that knowledge and skills stay relevant and up to date. It also allows employees to be more aware of changing trends and directions in their industry.

Identify and pursue learning and professional development opportunities following endorsement and support from the RSO Co-Managers.

3. REQUIRED QUALIFICATION AND EXPERIENCE

Education:

- A Bachelor's degree or Masters (desirable) in a relevant field from an accredited academic institution with seven years of relevant professional experience; or
- Ten years of relevant professional experience.

Experience:

- Experience working with or in Government or an International organization and/or with Bali Process Member States in the areas of people smuggling, trafficking in persons, transnational crime or a related field (desirable).
- Demonstrated experience in project/program management and/or contract management including following necessary implementation rules and regulations.

- Demonstrated experience in delivering and/or facilitating the delivery of capacity building and training and the facilitation and translation of policy into action.
- Demonstrated experience in achieving outcomes in a cross-cultural environment.
- Demonstrated experienced in engaging appropriately with stakeholders across a range of fields (Government, IO, NGO, Private Sector), including with senior level stakeholders and establishing and nurturing professional relationships.
- Experience developing, supervising and mentoring staff.

Skills:

- Motivated by the opportunity to contribute to the work of the RSO.
- Ability to work collaboratively and build partnerships and networks.
- Ability to engage with, listen to and mobilize teams to successfully accommodate challenges and achieve beneficial outcomes.
- Ability to work under limited direction.
- Intellectual ability and personal resilience to positively challenge conventional ways of doing things. Has the judgment and integrity to engage constructively with risk.
- Ability to achieve RSO outcomes to a high degree. Ability to work to tight deadlines and ensure RSO outcomes are delivered to agreed requirements.
- Ability to work with people from diverse backgrounds. Ability to lead, mentor and develop a team to deliver on RSO outcomes.
- Strong ability to effectively communicate with influence in oral and written English.

Languages:

- Fluency in English (oral and written) is required.
- Indonesian, Burmese, Malay and Thai is desirable.

4. DESIRABLE 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

- Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels
- Delivering results: Manages time and resources efficiently, monitoring progress and making adjustments as necessary
- Managing and sharing knowledge: Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives
- Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work
- Communication: Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives

Other

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

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 either the country of the duty station or from a location in a neighboring 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 neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **November 28, 2022** at the latest.

Kindly indicate the reference code **CFA055/2022** followed by your full name in the subject line.

Applications should include:

- a) a cover letter, indicating the dates of availability
- b) a curriculum vitae
- c) a duly completed IOM Personal History Form which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbd11371/files/documents/IOM%20Personal%20History%20Form%20with%20Declaration.xls>

Only shortlisted candidates will be contacted.

Salary and conditions information:

- The successful candidate will be engaged under an IOM contract working for the Regional Support Office and their conditions of service will be governed by their contract. The contract will include annual and sick leave only. The successful candidate is responsible for determining their taxation liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws. The successful candidate is responsible for determining their own pension fund arrangements.
- The position duty station is Bangkok, Thailand. Relocation assistance and working visa assistance will be provided by the IOM for the successful candidate, if required.
- The position requires a minimum three days office-based work *subject to change*.
- The agreed salary will be paid monthly.

Posting Period 11.11.2022 – 28.11.2022