



**VN/MY10/2024/005 (extended VN)
Open to Internal and External Candidates**

Position Title : **Senior Project Assistant (Migration, Business and Human Rights)**
Duty Station : **Kuala Lumpur, Malaysia**
Classification : **G6**
Type of Appointment : **UNOPS - ICA**
Estimated Start Date : **As soon as possible**
Closing Date : **March 7, 2024**

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. 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:

In a globalized economy, migrants make up important parts of the labour force in international supply chains. While the migration experience often leads to positive outcomes for workers and their families, many prospective migrants are subjected to unethical recruitment practices that may include excessive fees, low wages, unreasonable physical demands or excessive time spent in remote locations. Migrant workers are therefore vulnerable to abusive and exploitative recruitment and employment practices which places them among the estimated 11.7 million people in the Asia-Pacific subjected to various forms of forced labour.

IOM's Migration, Business and Human Rights (MBHR) programme in Malaysia identifies businesses as a critical partner in the fight against modern slavery and forced labour, with the private sector offering unique skills, knowledge and market leverage. Under the MBHR umbrella, IOM Malaysia is currently implementing several partnership projects with the private sector to address the vulnerabilities of migrant workers in international supply chains.

Under the direct supervision of the MBHR National Officer IOM and the overall supervision of the Programme Coordinator and Chief of Mission, the successful candidate will be responsible for implementing specific activities within the MBHR projects. These will include development and delivery of training for private sector companies on ways to reduce the risk of migrant trafficking, exploitation and forced labour in companies daily operations and supply chains through interventions such as pre-departure and post arrival orientation training for migrant workers to provide prospective workers with information about living and working conditions and contract

terms; human and labor rights awareness-raising; soft skills training; and useful contacts to better adapt to work abroad and prevent them from falling prey to forced labor practices.

Core Functions / Responsibilities:

1. Provide specialized assistance in planning, preparing, coordinating and implementing project activities in close collaboration with other project staff and relevant authorities.
2. Coordinate the preparation and delivery of trainings, conducting field visits, including conducting trainings or workshops for companies and government.
3. Monitor the implementation of the project and prepare reports on the progress of the project's implementation which shall include reporting on the budget flow. Identify issues and deviations and propose and initiate remedial actions.
4. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
5. Conduct research, analyse and summarise information, draft reports, prepares briefings and presentations on labour migration related issues.
6. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
7. Liaise and maintain close working relationship with relevant national and international stakeholder's partners and counterparts, including government officials, private sector and civil society organisations
8. Respond to complex information requests and inquiries; set up and maintain files/records.
9. Assist in designing programmatic initiatives and writing project proposals in the field of migration management with particular focus on labour migration.
10. Lead, guide and train other staff in the unit.
11. Perform any other duties as may be assigned

Required Qualifications and Experience

Education;

- Completion of a university degree in Law, Social Sciences, Political Science, International Relations, with at least three years of relevant professional experience.

Or

- High school degree with at least five years of relevant professional experience.

Experience;

- Previous experience working on issues related to migration, labour issues including labour migration, international labour recruitment, corporate social sustainability, social compliance programs, human rights, or socio-economic development

Skills;

- Knowledge of MS Office applications
- Proven ability to conduct research
- Able to work harmoniously in a multicultural setting
- Pro-active, result oriented, organized, and possess good communication skills

Languages;

- English (Fluent in oral and writing)
- Working knowledge of Bahasa Malaysia

Required 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.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidate are invited to submit their application via email to yniomkualalumpur@iom.int indicating the reference code above (VN/MY10/2024/005) as subject. The deadline for applications is **7 March 2024**.

Applications should include:

- a) a cover letter, indicating the dates of availability;
- b) a curriculum vitae;

Only shortlisted candidates will be contacted.

Posting period: 23 February 2024 to 7 March 2024