

ส่งต่อ: Opportunity in IOM Regional Office

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ร่างจดหมาย

24 ตุลาคม 2566 เวลา 10:21

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ชื่อเรื่อง: Opportunity in IOM Regional Office



All recipients are intentionally kept in BCC.

(i) Dear Colleagues,

Greetings from IOM Regional Office for Asia and Pacific.

IOM has published the attached vacancy notices.

Position Title: **Jr. Regional Human Resource Assistant**

Duty Station: **Bangkok, Thailand**

Classification: **General Service Staff, Ungraded**

Type of Appointment: **Special Short-Term Contract, 6 Months**

Closing Date of Vacancy: **31 October 2023**

Expected Start Date: **November 2023**

Interested candidates are invited to submit their applications via IOM e-Recruitment system within the above said deadline referring to this advertisement.

Would appreciate if you please further circulate this VN to your esteemed office.



IOM Global Vacancy

RO Bangkok Vacancy



RObangkokHR@iom.int

Human Resources Department

Regional Office for Asia and the Pacific

International Organization for Migration

Bangkok – Thailand (GMT +7)

www.iom.int | Facebook | Twitter



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23-10028_SVN_Jr. Regional Human Resources Assistant_UG_Ext10.2023.pdf
149K

② เรียน อธิการบดี

ด้วย International Organization for Migration ขอ
ปรึกษาสัมพันธ์กับบริษัทผู้ร่วมงานในตำแหน่ง
'Jr. Regional Human Resource Assistant' เพื่อปฏิบัติงาน
ณ กรุงเทพมหานคร ระยะเวลา 6 เดือน เริ่มปฏิบัติงานในเดือน
พฤศจิกายน 2566 โดยมีคุณสมบัติดังต่อไปนี้

1. จบปริญญาตรีในสาขาที่เกี่ยวข้อง และมีประสบการณ์
การทำงานไม่น้อยกว่า 3 ปี

2. มีทักษะการสื่อสารและมนุษยสัมพันธ์ที่ดีเยี่ยม

3. มีทักษะในการใช้ภาษาอังกฤษและภาษาไทยดีเยี่ยม

ทั้งนี้ ผู้ที่สนใจสามารถสมัครงานผ่านระบบ e-
Recruitment system ตั้งแต่บัดนี้ จนถึงวันที่ 31 ตุลาคม 2566
(รายละเอียดตามเอกสารแนบ)

จึงเรียนมาเพื่อโปรดพิจารณา และเห็นเวียนแจ้ง
หน่วยงานภายในมหาวิทยาลัยเพื่อประชาสัมพันธ์ต่อไป

อ.กมล
24 ต.ค. 2566


25 ตุลาคม 66

256 / 105 ม. 11 จ. นครราชสีมา

ลงชื่อ
(ผู้ช่วยศาสตราจารย์ ดร.อุทัย วิชัย)
รองอธิการบดีฝ่ายยุทธศาสตร์ ปฏิบัติราชการแทน
อธิการบดีมหาวิทยาลัยนครราชสีมา
วันที่ 25 ต.ค.



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Jr. Regional Human Resource Assistant**
Duty Station : **Bangkok, Thailand**
Classification : **General Service Staff, Ungraded**
Type of Appointment : **Special Short-Term Contract, 6 Months**
Estimated Start Date : **November 2023**
Closing Date : **31 October 2023**

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:

The International Organization for Migration (IOM) Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand oversees and provides strategic and technical support to IOM activities within the region. Within the RO Bangkok structure, the Regional Resources Management Unit (RRMU) provides support to 40 IOM Country Offices (COs) within the region on budgeting, accounting, human resources, procurement, ICT and other administrative functions.

Under the overall supervision of the Senior Regional Resources Management Officer (SRRMO) and direct supervision of the Regional Human Resources Officer (RHRO) in Bangkok, Thailand, the incumbent will provide day to day HR support to the Regional Office for Asia and the Pacific.

Core Functions / Responsibilities:

Human Resources:

1. Assist in coordinating and monitoring the Human Resources Management of the RO in accordance with the organization's regulations, instructions, policies, procedures and practices and in light of operational activities in the Office.
2. Assist in verifying Human Resources processes and actions in conformity with relevant IOM policies and procedures. Ensure that Human Resources processes and procedures remain consistent with relevant IOM set rules and regulations.
3. Coordinate the preparation of reports pertaining to personnel administration;
4. Attend external meetings when and as required and brief management accordingly.
5. Support recruitment processes in the RO by coordinating the publication of VN/SVN/CfA, receiving and sorting applications, arranging interviews and tests, preparing all the required documentation and materials, sending communications to

candidates, contacting previous employers for reference checks and any other related activity as assigned.

6. Carry out pre-employment activities, such as preparation of Entry of Duty (EoD) documentation and collection of supporting documentation, coordination of EoD Medical Exam, follow up with IOM Health Insurance Unit on Medical Clearance.
7. Coordination of orientation sessions, arrangement for security briefing, inclusion in insurance plans as appropriate, creation of personal file, etc.
8. Prepare monthly payroll for Consultant and Interns and monitor the payments.
9. Support separation, classification, reclassification and promotion processes by collecting necessary documentation, drafting forms, making calculations, obtaining approvals, and coordinating with relevant Units in PAC and MAC.
10. Update and maintain electronic and physical archiving systems in the HR Unit, including personnel files with all supporting documentation, recruitment files, HR policies, regulations, guidelines and manuals, internal controls, etc.
11. Draft Certificates of Employment (CoE), notices, letters, reports, presentations, graphs, update the organizational chart and support timely submission of documents.
12. Act as a time-keeper for the RO and monitor the office attendance/ absences.

Administration:

13. Assist with/guide on logistics and administrative formalities related to travel arrangements of new colleagues, facilitating of entry visa and guide on the entry process for Thailand to IOM personnel and dependents.
14. Assist in facilitating the visa application process for staff.
15. Draft routine correspondence and internal memos, general briefing notes, documents, statistics and reports, translations as required.
16. Assist in preparation of financial documents related to administration and process for approval.
17. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree from an accredited academic institution with three years of relevant work experience.

Experience

- Progressively responsible Human Resource, administrative and operational experience, preferably in an international, non-profit environment;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Demonstrated ability to manage multiple work assignments efficiently and effectively;
- Proven ability to accomplish assignments with little supervision;
- Ability to handle information and documents with confidentiality;
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.

Skills

- Excellent interpersonal skills both in person and by phone, with high professionalism;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.

Languages

- Fluency in **English and Thai** languages is required.

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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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.
- 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 their applications via IOM e-Recruitment system within the above said deadline referring to this advertisement.

Other

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.
- Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
- IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.
- IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
- Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.