



International Organization for Migration (IOM)
The UN Migration Agency

Open to External Candidates

Position Title : **Intern**
Duty Station : **Bangkok, Thailand**
Type of Appointment : **Internship Contract, 04 months**
Estimated Start Date : **June 01, 2018**

Closing Date : **May 22, 2018**
Reference Code : **CFCV033/2018**

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.

Context:

Under the direct supervision of the MAU Project Assistant and the overall supervision of the Project Officer, Migrant Assistance Unit of IOM Thailand, the successful candidate will provide support to the capacity building component of the MAPP (Migrant Assistance and Protection Programme) in Thailand, as well as other administrative support for the Migrant Assistance Unit.

Core Functions / Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Provide administrative support for the Bangkok Office and field teams upon request including assisting in the logistical arrangement for the training and capacity building element of the project.
2. Assist in coordination with partners in developing the Post Arrival Manual, Research-based reports, sensitization workshop, and training for relevant partners on anti-trafficking in person and promotion of migrant rights and vulnerability reduction.
3. Assist unit staff in preparing for and attending meeting and conference, including preparation of presentation, drafting meeting note, preparation of agenda and logistics.
4. Assist in designing and finalization of IEC (Information, Education and Communication) material for prevention of trafficking in person, post arrival material and promotion of migrant rights.
5. Assist in document translation and other interpretation services to facilitate project implementation (English and Thai) as well as other translation require by MAU Unit.
6. Monitor and update MAU team of recent anti-trafficking and labour migration on laws, regulation and policies.
7. Perform other duties as may be required.

Eligibility and Selection

The Internship Programme aims at attracting talented students and graduates who have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities. Interns must be between 19 and 36 years old and should have less than two years of relevant working experience. The Internship Programme is open to candidates of any nationality.

Required Qualifications and Experience

- Either be a student approaching the end of their studies, or recently graduated University Degree in Law, Political Science, Social Science or relevant field who have less than two years of relevant working experience.
- Strong interpersonal skill and ability to maintain trust and good working relationship with counterparts
- Strong organizational and time management skills
- Strong interest in the issue of labour migration and anti-trafficking in persons
- Ability to work in a multi-cultural environment and respect diversity
- Team work oriented but with a capacity to work independently
- Good writing and communication skills
- Microsoft Office literate, basic knowledge of graphic design is a plus
- Knowledge of languages of neighbouring countries is a plus

Languages

- Excellent command of Thai and English.

General Information

a) Interns are granted a stipend of THB 12,018.00 per month as partial contribution to accommodation and living expenses. Interns benefiting from an internship allowance or scholarship granted by his/her University or other sponsoring body that includes financial remuneration will not be eligible for the stipend.

b) Before commencing work, the Intern will be required to obtain a fit-to-work medical certificate from his/her doctor and submit vaccination records.

c) The Intern will be responsible for obtaining the necessary entry visa and arranging their travel to Bangkok. IOM will assist only in issuing documents required in visa processing.

d) IOM only covers the Intern against occupational accidents and illnesses under the Compensation Plan (CP), free of charge, for the duration of the assignment. IOM does not provide evacuation or medical insurance for reasons related to non-occupational accidents and illnesses. The Intern is responsible for his/her own medical insurance for non-occupational accident or illness, and will be required to provide written proof of such coverage before commencing work.

e) Any work produced by interns during their internship within the framework of the duties assigned to them should be used for academic purposes exclusively. All economic and moral rights (copyright) pertaining to such work will remain the exclusive property of IOM.

Other

Any offer made to the candidate in relation to this Call for Curricular 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 neighbouring 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 neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **May 22, 2018** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B%282012%29.xls> Kindly indicate the reference code **CFCV033/2018** 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 (may be downloaded from <http://thailand.iom.int>); and, d) 2-3 writing samples (any relevant topic).

Applicants will be contacted only if under serious consideration for the internship assignment.

Posting period:

From 08.05.2018 to 22.05.2018