



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, 06 months with a possibility of 3 months extension**
Estimated Start Date : **As soon as possible**

Closing Date : **June 18, 2018**
Reference Code : **CFCV035/2018**

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:

The *Bali Process on People Smuggling, Trafficking in Persons and Related Transnational Crime* (Bali Process) is a non-binding and state-driven process involving 48 members (countries and agencies), including the United Nations High Commissioner for Refugees (UNHCR) and the International Organization for Migration (IOM).

The *Regional Support Office of The Bali Process* (RSO) was established in 2012 to facilitate the operationalization of the Regional Cooperation Framework (RCF) to reduce irregular migration in the Asia and Pacific region. The RSO aims to support and strengthen practical cooperation on refugee protection and international migration, including human trafficking and smuggling, and other components of migration management in the region. The RSO is co-managed by the Australian and Indonesian Government in consultation with UNHCR and IOM.

The *RSO Intern* will work in the RSO with the following objectives: to support the delivery of RSO activities, and to perform other tasks in the context of the RSO and the establishment of the RCF initiatives upon agreement between the *RSO Intern* and his/her supervisor.

Core Functions / Responsibilities:

Under the direct supervision of the RSO Programme Coordinator and overall supervision of the RSO Co-Manager (Australia), the RSO Intern will support the delivery of RSO activities.

The RSO Intern will be assigned, but not limited to, the following tasks:

1. Assist in undertaking desk-based research on publications, legislations, policies, practices, training programmes, training tools in relation to trafficking in persons and related transnational crimes as well as ad hoc research upon request.
2. Assist in the preparation of reports, budget and planning, and undertaking assignments related to the functioning of the programmes, including conducting research.

3. Assist in coordinating external relations, consultation, and liaison with Bali Process member states, donors, non-governmental organisations, academics and other key partners as appropriate.
4. Assist in preparation and arrangements for meetings, workshops, and conferences. This includes preparing invitation letters, nomination forms, presentations, meeting notes and minutes, agendas, and other related logistics.
5. Assist in the project's website administration. This includes editing and updating the website, sending newsletters and troubleshooting technical issues with the project team and partners.
6. Perform such other related duties as may be assigned.

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.

Required Qualifications and Experience

- Thai National only.
- Be either students approaching the end of their studies, recent graduates or holders of a university degree in criminal laws, international laws, international relations, political science, social science, or relevant fields, who have less than two years of relevant working experience.

Languages

Fluency in English, both oral and written.

Required Competencies

The incumbent is expected to demonstrate the following technical and behavioural competencies:

- Accountability- Meets deadline, cost, and quality requirements for outputs
- Client Orientation – Identifies the immediate and peripheral clients of own work
- Continuous Learning – Demonstrates interest in improving relevant skills
- Communication – Writes clearly and effectively, adjusting wording to the intended audience
- Performance Management – Provides constructive feedback to colleagues
- Professionalism – Masters subject matter related to responsibilities
- Teamwork – Actively contributes to an effective, collegial, and agreeable team environment

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 **June 18, 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 **CFCV035/2018** 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>)

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

Posting period:

From 04.06.2018 to 18.06.2018