



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, 03 months**
Estimated Start Date : **As soon as possible**

Closing Date : **October 03, 2018**
Reference Code : **CFCV043/2018**

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 Project and Communications Assistant and Media and Communications Officer, and the overall supervision of the Project Officer, Community and Stabilization Unit (CSU) and Media and Communications Officer of IOM Thailand, the successful candidate will be working on two areas of work – community stabilization and communications. The successful candidate will contribute to the planning and implementation of the project “*Promoting stability, well-being and harmony for Myanmar Muslim and host communities in Thailand*”. In addition, he/she will work on all communications and media-related activities in IOM Thailand, including the establishment and building of relations with Thai-language news agencies.

Core Functions / Responsibilities:

The successful candidate will have the following duties and responsibilities:

A. Community Stabilization

1. Support project staff to produce project communication materials and arrange logistics for the “*Promoting stability, well-being and harmony for Myanmar Muslim and host communities in Thailand*” project. ([Click here for project information](#))
2. Assist the Project Officer in compiling information on national law, policy and practice in Thailand to create Standard Operating Procedures (SOPs) in 5 key sectors (Health, Legal aid, Protection, Education and Livelihood).
3. Assist Project and Communications Assistant and Media and Communications Officer in preparing for and attending meetings and conferences, including preparation of presentations, documents in Thai and English, drafting of meeting notes, taking minutes, preparation of agenda and logistics.

4. In coordination with the project staff in Bangkok and sub-offices, assist in editing, publishing and managing distribution of documents produced by the project team and draft correspondence and provide translation of documents and other communications/materials as required;
5. Perform such other duties as may be required.

B. Communications and Media

1. Assist in establishing relations with major Thai-language print and broadcast media based in Bangkok;
2. Assist in writing, research, editing, sourcing, collating, and/or rewriting news stories, press releases and web features related to IOM's work in Thailand;
3. Assist in the production of information sheets and presentations;
4. Support the promotion of IOM activities through social and traditional media;
5. Assist in media relations and providing support to media;
6. Assist in translation work from English to Thai and vice versa;
7. Support the planning, logistics and organization of events, exhibitions, meetings, seminars, trainings and workshops when needed;
8. Provide general administrative and clerical support.

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

- University Degree in law, international relations, communications, political science, social science, or relevant field
- Strong organizational and time management skills
- Ability to work in a multi-cultural environment and respect diversity
- Working experience or knowledge in migration issues for non-governmental organizations, international governmental organizations or government institutions is a strong asset
- Proven written and analytical skills
- Proven ability to produce quality work to set deadlines.
- Team work oriented but with a capacity to work independently
- Good writing and communication skills
- Computer literate
- Design skills will be a strong asset

Languages

Fluency in English and Thai is required.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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 **October 03, 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 **CFCV043/2018** 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) and 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 19.09.2018 to 03.10.2018