



International Organization for Migration (IOM)

Call for Applications

Reference Code: **ROBKK-VA17-24**

Position Title: **Migration, Environment and Climate Change (MECC) Intern**

Duty Station: **Bangkok, Thailand**

Type of Appointment: **Internship Contract, 6 months**

Closing Date of Vacancy: **23 July 2017**

Expected Start Date: **ASAP**

Established in 1951, the International Organization for Migration (IOM) is the principal intergovernmental 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.

Scope of Work

Working under the overall direction of the Regional Director and the direct supervision of the Regional Migration, Environment and Climate Change Officer, the MECC intern will have the following duties and responsibilities:

- Develop, analyze and prepare factsheets and concept notes related to MECC in Asia and the Pacific;
- Collect information on MECC from news, academic and governmental sources and assist in sending out a monthly MECC update;
- Assist in collating information to support country missions in the region to undertake MECC projects;
- Assist in the editing of project proposals, concept notes and other documents referred from country missions to the Regional MECC Officer;
- Assist in the planning and organization of meetings, seminars and workshops;
- Undertake supervised desk research on selected issues;
- Assist in developing general conclusions and action plans for further investigation, study and policy generation based on the conclusions;
- Provide administrative support and updates as necessary; and
- Perform all other 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. The Internship Programme is open to candidates of any nationality.

IOM Regional Office for Asia and the Pacific

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Qualifications

- a) Either students approaching the end of their studies and preparing a thesis, or recently graduated;
- b) Able to adapt to an international, multicultural, multilingual environment;
- c) Good communication skills and able to work in a team;
- d) Familiarity with computer programs, including MS Office programs (Word, Excel, Access, PowerPoint, Publisher, Visio);
- e) Webpage as well as database development and management skills an advantage;
- f) Advanced English writing and communication skills.

General Information

- a) Interns are granted a stipend of Baht 12,018.- 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.

How to Apply

Interested candidates are invited to submit their applications via e-mail to ROBangkokHR@iom.int. Please include the reference code **ROBKK-VA17-24** 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://th.iom.int>); and, d) 2-3 writing samples (any relevant topic).

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