



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications

Position Title: **Intern (Migration, Environment and Climate Change - MECC)**
Duty Station: **Bangkok, Thailand**
Type of Appointment: **Internship Contract, 6 months**
Closing Date of Vacancy: **05 August 2018**
Expected Start Date: **September 2018**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 Regional Migration, Environment and Climate Change Officer and overall direction of the Regional Director and the intern will support to the MECC unit for smooth implementation of the ongoing programme.

Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

- Develop, analyze and prepare factsheets and concept notes related to migration, environment and climate change 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;
- 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.

Qualifications:

- Either students approaching the end of their studies and preparing a thesis, or recently graduated;
- Able to adapt to an international, multicultural, multilingual environment;
- Good communication skills and able to work in a team;
- Familiarity with computer programs, including MS Office programs (Word, Excel, Access, PowerPoint, Publisher, Visio);

IOM Regional Office for Asia and the Pacific

Rajanakarn Building, 18th Floor • 3, South Sathorn Rd • Yannawa, Sathorn District • Bangkok 10120 • Thailand
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- Webpage as well as database development and management skills an advantage;
- Advanced English writing and communication skills.

General Information:

- a) Interns are granted a stipend of that Baht 12,018/ 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-VA2018-071** followed by your full name in the subject line.

Applications should include:

- a cover letter, indicating the dates of availability;
- a curriculum vitae;
- a duly completed IOM Personal History Form (may be downloaded from <http://th.iom.int>);
- 2-3 writing samples (any relevant topic).

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

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