



International Organization for Migration (IOM)

The UN Migration Agency

## Call for Applications

Position Title: **Intern (Labour Mobility and Human Development - LHD)**  
Duty Station: **Bangkok, Thailand**  
Type of Appointment: **Internship Contract, 6 months**  
Closing Date of Vacancy: **20 September 2019**  
Expected Start Date: **As soon as possible**

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, the private sector, and migrants.

### Context

IOM works in the five broad areas of migration management: migration and development, facilitating migration, regulating migration, addressing forced migration, and the implications of climate change on migration. Cross-cutting activities include the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

IOM's regional Labour Mobility and Human Development (LHD) unit works to foster the synergies between labour migration and development, working with states to strengthen migration governance through multilateral dialogue including regional consultative processes, provide protection and assistance to labour migrants and their families, and facilitate safe labour migration as an adaptation strategy to address the effects of climate change. Moreover, IOM aims to facilitate the development of policies and programmes that are in the interest of migrants and society, including policy advice and capacity-building in labour migration management; protection of workers throughout the labour migration process; promotion of ethical recruitment with private sector engagement; information-sharing and awareness-raising; diaspora engagement; and skills development and empowerment of migrant workers.

### Supervision

Working under the direct supervision of the Regional Project Officer for Labour Mobility and Human Development and the overall direction of the Senior Specialist for Labour Migration and Human Development in IOM Regional Office for the Asia and the Pacific in Bangkok the intern will support the LHD unit for smooth implementation of ongoing work.

### Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Assist the LHD regional unit in review of new projects, and other project development activities related to the LHD portfolio for the countries in Asia and the Pacific;
2. Assist in the preparation and distribution of monthly work updates including liaison with field missions in the region;
3. Support the development and maintenance of the unit's information resources in a user-friendly and coherent manner;
4. Collect, track and analyse labour migration and project data generated by IOM activities;
5. Prepare high quality presentations, talking points and other outreach materials for the regional LHD unit as needed;
6. Assist in the organisation of workshops, conferences, and webinars for the LHD regional unit and LHD related projects; and
7. Perform other such duties as may be assigned.

**IOM Regional Office for Asia and the Pacific**

Rajanakarn Building, 18<sup>th</sup> Floor • 3, South Sathorn Rd • Yannawa, Sathorn District • Bangkok 10120 • Thailand  
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### Training components and learning elements

- Gain in-depth knowledge on the labour mobility and human development portfolio in Asia and the Pacific region.
- Opportunities to attend workshops, meetings and/or webinars with internal counterparts and engage with staff at the national and regional offices.
- Strengthen writing skills and other related soft skills that will contribute to mastery of subject matter.
- Access to Staff Development and Learning online training courses and tools

### 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 20 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:

- Recently graduated with bachelor's degree, professional qualification or an equivalent from an accredited academic institution in Political or Social Sciences, Law, International Development, Public Administration, Business Administration, or a related field;
- Experience and/or knowledge of development cooperation with an international or non-governmental organization, preferably in the field of migration including operational and field experience;
- Familiarity with migrant and labour rights; labour migration issues and policies; the different aspects of migrant vulnerability; and protection and assistance to labour migrants;
- Ability to work successfully in an international, multi-cultural, multilingual team environment;
- Familiarity with computer programmes, including MS Office programmes and internet applications is required;
- Advanced English writing and communication skills.

### Language:

Fluency in English

### Required Competencies

#### Behavioral:

The successful candidate is expected to demonstrate the following values and competencies:

#### Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

#### Core Competencies – behavioural indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

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- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### General Information

- a) Interns are granted stipend as per IOM policy as a partial contribution to accommodations and living expenses. Interns benefiting from an internship allowance or scholarship granted by his/her university or other sponsoring body that includes financial remuneration or credits for coursework will not be eligible for the stipend.
- b) Before commencing work, successful candidates 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 for 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.
- f) Interns are bound by staff confidentiality rules pertaining to their duties in IOM.

### How to Apply:

Interested candidates are invited to submit their applications via e-mail to [ROBangkokHR@iom.int](mailto:ROBangkokHR@iom.int). Please include the reference code **ROBKK-CFA 2019-074** followed by your full name in the subject line and mention your preferred duration as mention above.

### Applications should include:

- Cover letter
- Curriculum vitae
- Duly completed IOM Personal History Form (can be downloaded from <http://thailand.iom.int/>);
- 2-3 writing samples, optional (relevant topic of your choice).

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

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