



International Organization for Migration (IOM)

The UN Migration Agency

## Call for Applications

Position Title: **Intern (Emergency and Post Crisis - EPC)**  
Duty Station: **Bangkok, Thailand**  
Type of Appointment: **Internship Contract, 6 months**  
Closing Date of Vacancy: **21 September 2019**  
Expected Start Date: **\* January to June 2020**  
**\* July to December 2020**  
**(\* Please mentioned your preference in the cover letter)**

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. The key responsibility of the Regional Office for Asia and the Pacific (ROAP) is to formulate regional strategies and plans of action and to provide programmatic and administrative support to the countries within its region. Several Regional Thematic Units are based at the ROAP to fulfill this responsibility.

The Emergency and Post Crisis (EPC) Unit in the ROAP focuses on ensuring IOM Missions in Asia and the Pacific are prepared to respond to Migration Crisis needs, aid decision-making related to humanitarian affairs, and strengthens partnerships with other organizations within and outside of the humanitarian architecture.

The unit also includes a dedicated Information Management function focused on mobility tracking and operational data gathering and analysis in areas of forced migration and complex mobility issues (Displacement Tracking Matrix (DTM) Section).

### Supervision

Working under the direct supervision of the Senior Regional Emergency and Post Crisis Specialist in IOM Regional Office for the Asia and the Pacific in Bangkok the intern will support the EPC unit for smooth implementation of ongoing work.

### Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Assist in researching and drafting papers, reports and memoranda describing and analyzing IOM's Humanitarian responses and activities in the region.
2. Monitor day-to-day policy developments and debates within the partner institutions and organizations and provide information to the EPC Unit accordingly.
3. Aid in the development of relevant information databases and tools including but not limited to projects, sector related activities, mapping, and software tools.
4. Support the management of social media, web, and online learning sites relating the emergency response and institutional capacity building
5. Assist in organizing meetings, seminars and high-level missions as needed.

**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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6. Provide administrative support as required.
7. Support day-to-day activities of the Office, undertake any other activities and lead any other projects as requested by the supervisor.
8. Perform such other duties as may be assigned.

### Training components and learning elements

- Gain in-depth knowledge on the emergency and post-crisis migration and displacement portfolio in Asia and the Pacific.
- Opportunities to attend workshops, meetings and/or webinars with internal and external counterparts and engage with staff at national and regional offices.
- Strengthen writing and information presentation skills, reinforcing learning.
- Utilize access to Staff Development and Learning online training courses and tools and take opportunities to develop skillsets and consolidate understanding as they arise.
- Understand IOM administrative systems and processes.
- Opportunities to discuss career planning and strategies for humanitarian work with IOM.

### 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;
- Able to adapt to an international, multicultural, multilingual environment;
- Advanced English writing and communication skills and able to work in a team;
- Familiarity with computer programs, including MS Office programs (Word, Excel, Access, PowerPoint, Publisher);
- Familiarity with data analysis and visualization programs, (e.g. PowerBI, GIS ARC, Stata, SPSS, Knowledge of R, Tableau) will be considered an advantage;
- Familiarity with audio/visual production programs, (e.g. podcasting, vlogging, etc.) and interest to develop products for the team will be considered an advantage;
- Webpage as well as database development and management skills an advantage; g)
- 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.

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- 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.
- 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 2019-080** 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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