



International Organization for Migration (IOM)
The UN Migration Agency

Open to External Candidates

Position Title	:	Intern - Administrative and Data Management
Duty Station	:	Bangkok, Thailand
Classification	:	Internship
Type of Appointment	:	Internship (3-month contract with possibility of extension)
Desired Start Date	:	As soon as possible
Closing Date	:	11 September 2019
Reference Code	:	CFCV043/2019

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.

1. ORGANIZATIONAL CONTEXT AND SCOPE:

Under the direct supervision of the Project Assistants and overall supervision of the Project Manager, the successful candidate will support the Immigration and Border Management (IBM) unit with administrative and data management tasks for 2 IBM Projects: (1) “Strengthening Border Management and Intelligence Capacity of Thai Government Officials, Phase IV” funded by the Government of Canada; and (2) “Supporting the Government of Thailand to improve migration and border management structures in the midst of rapid ASEAN Integration” funded by IOM Development Fund (IDF) in IOM Thailand Country Office.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

The successful candidate will have the following duties and responsibilities:

1. Contribute to the successful Border and Migration Management Assessment (BMMA) activity under the IDF funded project by:
 - Supporting logistics to organize ad hoc meetings and the Consultative Multi-Stakeholder meeting which is scheduled to be held in December 2019.
 - Translating documents from Thai to English as needed by the IBM Expert and project staff.
 - Coordinating with stakeholders while disseminating draft reports and compiling stakeholder comments and feedback.
 - Working with translator and printing vendor services in publishing final reports.
2. In coordination with relevant stakeholders, undertake data management, analysis and presentation by utilizing MS Excel and/or Power BI, (and other platforms as needed), including support the trainer for the preparation of the Data Management and Intelligence Analysis Training.
3. Assist project staffs in organizing capacity building trainings “Training of Trainers on Advanced Travel Document Examination and Interview Techniques during 28 October –

8 November 2019 as well as other upcoming training activities, get involved from pre-, post- and during the trainings' organization which include, but not limited to, drafting letter of invitations; liaise with training venues, trainers, government counterparts; translating and printing training materials.

4. Assist in researching and compiling information on Thailand's national law, policy and practice and other information related to immigration and border management issues.
5. Liaise with in-house operational support (Procurement, Finance, Operations, and HR units) in term of administrative and financial issues e.g. Travel Authorization, Purchase Requisition, Payment Request, etc.
6. Draft and edit correspondence (in English and Thai) to government stakeholders and provide translation of project documents and other communications and materials.
7. Perform such other duties as may be required.

3. DESIRABLE COMPETENCIES:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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

- 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 agree.
- 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.

4. EDUCATION AND EXPERIENCE:

- Thai national only.
- Recently graduated or University Degree in international relations, political sciences, social sciences or relevant field.
- Microsoft Offices literate, particularly possess intermediate level of MS Excel (Pivot Table) and data analysis, Power BI is an asset.
- 1-2 years of experience in assisting in organization of training events is desirable but not strictly required.
- Team work oriented but with a capacity to work independently.
- Strong interpersonal skill and ability to maintain trust and good working relationship with counterparts.

- Strong organization and time management skills.
- Ability to work in a multi-cultural environment and respect diversity.

5. LANGUAGES

Excellent command of Thai and English (Interested candidate is required to submit 1-2 English writings (essay or any academic work) and/or translated documents from English to Thai and vice versa).

Other

Any offer made to the candidate in relation to this vacancy notice 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 neighboring 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 neighboring 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 **September 11, 2019** at the latest. The form can be downloaded from <http://thailand.iom.int/sites/default/files/Recruitment/IOM%20Personal%20History%20Form%20with%20Declaration.xls> Kindly indicate the reference code **CFCV043/2019** 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://thailand.iom.int/>);

Only shortlisted candidates will be contacted.

Posting period:

From 28.08.2019 to 11.09.2019