



International Organization for Migration (IOM)  
The UN Migration Agency

## Call for Applications

Position Title: **Intern (Staff Welfare)**  
Duty Station: **Bangkok, Thailand / Homebased**  
Type of Appointment: **Internship Contract, 6 months**  
Closing Date of Vacancy: **05 June 2022**  
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

The IOM Regional Office for Asia and the Pacific (ROAP/RO) in Bangkok, Thailand works to support 33 country offices and covers 40 countries across the Asia and Pacific region. The key responsibility of the ROAP is to formulate regional strategies and plans of action and to provide programmatic and administrative support to the countries within the region. The staff welfare office works to support IOM's most valuable asset, their staff, in this diverse, exciting and challenging region.

### Supervision

Under the overall supervision of the Head Staff Counsellor based in IOM HQ in Geneva, the direct supervision of the Staff Welfare Support Officer (SW) based in IOM Regional Office in Bangkok, Thailand Intern will have the following duties and responsibilities:

### Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Assist the SW in supporting the mental health and wellbeing of IOM staff who are based in the Asia and Pacific Region through the implementation of the IOM Mental Health Strategy.
2. Assist in provide counselling services and psychosocial support to staff members on personal or professional issues.
3. Assist in developing and provide training on relevant topics including stress management, emotional processing, dealing with critical incidents, wellbeing.
4. Assist in producing psycho-educational material for dissemination, e.g. vicarious trauma
5. Work with colleagues to develop preventative initiatives, e.g. preparing for critical incidents.
6. Assist in collaboration with other stakeholders and attend meetings as when requested
7. Assist to identify and liaise with local regional mental health resources that can be used for referrals or in times of crisis
8. Ensure that reports and other administrative duties are carried out to a professional standard.
9. Refer humanitarian staff to outside mental health professionals or facilities, as recommended
10. Perform other duties when assigned

### Training components and learning elements

- Learn about the mental health impacts of working in the Humanitarian sector.
- Build competencies in mental health and organizational wellbeing.
- Analyze organizational and systemic impacts on employee mental health and wellbeing
- Opportunities to attend workshops, meetings and/or webinars with internal and external

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

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counterparts and engage with staff at national and regional offices, and headquarters.

- Build skills in documentation, reporting, collaboration, and presentation.
  - Enhance cultural awareness and sensitivity
  - Utilize and further develop counseling skills and abilities
- Promote inclusivity and wellbeing of all employees.

### 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:

- Knowledge of or experience in Asia and Pacific is desired
- Excellent writing, presentation, facilitation and analytical skills.
- Solid computer skills, including experience using SharePoint and proficiency in MS Office 365 (Office, Excel, PowerPoint, Outlook, Internet and MS Teams).
- Post-undergraduate experience in mental health settings
- Strong cultural awareness and ability to work in multicultural environment.
- Ability to work under pressure and with minimum supervision.
- Hard working and initiative taking.
- Good interpersonal and communication skills; flexibility, tolerance and capacity to build and maintain relationships as a team member.

### Language:

- Fluency in English
- Knowledge of other languages spoken in Asia and Pacific is advantageous

### 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: 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 – behavioral 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

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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 a 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) Homebased Intern are responsible to manage their own resources to perform this responsibility, like Computer, dedicated internet connectivity.
- e) 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.
- f) 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.
- g) 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 2022-036** followed by your full name in the subject line.

### Applications should include:

- Cover letter
- Curriculum vitae
- Duly completed IOM Personal History Form (can be downloaded from [http:// https://roasiapacific.iom.int/careers](http://https://roasiapacific.iom.int/careers));

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

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