International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications

Position Title:	**Intern (IM)**
Duty Station:	**Bangkok, Thailand / Homebased**
Type of Appointment:	**Internship Contract, 6 months**
Closing Date of Vacancy:	**18 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 International Organization for Migration's (IOM) Regional Office for Asia-Pacific (ROAP) and its partners use, produce, and monitor migration-related data for planning, policy-making and operational purposes. The Asia-Pacific Regional Data Hub (RDH) aspires to reference a comprehensive set of such data, including information on migration trends, stocks and flows in the Asia-Pacific region. The RDH aims to support evidence-based strategic and policy level discussion on migration through a combined set of initiatives including strengthening of regional primary and secondary data collection and analysis; increasing Information Management (IM) capacity across countries; providing technical support to ensure harmonization and interoperability of key methodologies and tools used to monitor population mobility; and the engagement of key stakeholders and governmental counterparts in migration dialogue and consultation.

Supervision

Under the overall supervision of the Regional Coordinator, the direct supervision of the Regional Displacement Tracking Matrix (DTM) Officer based in Bangkok, Thailand, and in close coordination with the RDH Information Management Officer (RDH IMO), the successful candidate will support the information management workstream and activities within the RDH.

Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Provide technical support to IOM Asia Pacific field missions in the collection and tabulation of data for DTM and other thematic areas and other information management activities (such as editing survey templates and data processing and ensuring data adheres to DTM HQ Central Data warehouse structure).
2. Research, analyze and evaluate new applications related to information systems, to new technologies and processes to manage information in response to disasters and/or complex emergencies and make recommendations for their utilization.
3. Support technical liaison activities with relevant partners and stakeholders to present, discuss, advise, and explore potential development and initiatives in relation to the implementation of DTM programs and projects at the global and country levels.
4. Regularly liaise with IOM's field colleagues, partners and donors for updates, events, developing best practices and lessons learned and other initiatives.
5. Develop and improve ODK/Kobo forms for survey templates.
6. Prepare tabulations for technical reports, information bulletins and other relevant information

products related to displacement-affected populations and migration flows (such as statistical analysis and interpretation of results of site assessment, return intention surveys, flow monitoring surveys)

7. Support in the production of information products, including, but not limited to, analytical and statistical reports, displacement profiles, maps and other relevant products, to ensure their highest possible quality.
8. Assist the Field missions in data entry, database use and troubleshooting, when required.
9. Querying databases as required by the operation/project managers, policy analysts, Regional RTSs and DTM Officer.
10. Assist in the drafting and validation of standard operating procedures for DTM data collection and management.
11. Implement a quality assurance system based on compilation best practice for data quality control as implemented by DTM offices worldwide and global guidance.
12. Perform other duties as may be assigned.

Training components and learning elements

- Gain in-depth knowledge on the migration data, displacement tracking matrix (DTM), 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:

- 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 Suite (Word, Excel, Access, PowerPoint, Publisher);
- Advanced English writing and communication skills
- Knowledge regarding quantitative statistical (social science/human mobility/migration) data analysis
- Familiarity with data analysis and visualization programs, (e.g. PowerBI, ArcMap, Stata, SPSS, Knowledge of R, Tableau, Adobe Illustrator and In-Design) will be considered an advantage;

- Webpage as well as database development and management skills an advantage;

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: 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 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.

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How to Apply:
Interested candidates are invited to submit their applications via e-mail to **ROBangkokHR@iom.int** . Please include the reference code **ROBKK-CFA 2022-050** 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 **here** or **https://roasiapacific.iom.int/careers)**
- 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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