



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications

Position Title: **Intern (Media and Communication)**
Duty Station: **Bangkok, Thailand/ Homebased**
Type of Appointment: **Internship Contract, 06 Months**
Closing Date of Vacancy: **2 February 2024**
Expected Start Date: **March 2024**

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 IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand covering 40 countries across the Asia and Pacific region; <https://www.iom.int/asia-and-pacific>.

The Media and Communications (M&C) Unit in the ROAP provides media, communications and advocacy support to the ROAP and IOM missions across the region.

Supervision

Working under the direct supervision of the Regional Digital Platforms Officer and overall supervision of the Sr. Regional Media and Communications Officer for Asia-Pacific, in Bangkok, the selected candidate will acquire a working knowledge and assist in the following activities.

Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Support the M&C in managing ROAP's media and communication activities, which include curating and maintaining online platforms such as the website and social media channels including Facebook, Twitter, Instagram and YouTube.
2. Support the M&C in producing high quality video content and other digital information products related to IOM's work in the Asia Pacific region.
3. Support the maintenance of the ROAP SharePoint platform and other related internal communication platforms.

IOM Regional Office for Asia and the Pacific

Rajanakarn Building, 18th Floor • 3, South Sathorn Rd • Yannawa, Sathorn District • Bangkok 10120 • Thailand
Tel: +66 2 343 9400 • Fax: +66 2 343 9499 / + 66 2 286 0630 • E-mail: ROBangkok@iom.int • <http://www.iom.int>



International Organization for Migration (IOM)
The UN Migration Agency

4. Support the production and dissemination of a regular ROAP Newsletter that will provide key updates.
5. Assist in Bangkok-based media relations and event management, including M&C trainings, as required.
6. Assist the M&C with the maintenance and upgrade of the regional office website.
7. Provide general administrative and clerical support to the M&C unit as required.
8. Support the M&C's collaborations with MCU counterparts across the region, Geneva and Manila hubs to disseminate high quality media and communications output notably via online communications and social media platforms.
9. Perform such other related duties as may be assigned.

Training components and learning elements

- Gain broad knowledge of migration issues and IOM's portfolio in Asia Pacific region.
- Opportunities to attend IOM / UN workshops and other meetings and to engage with IOM / UN regional and national staff and external counterparts in Bangkok.
- Strengthen writing, editing, presentation and other technical skills.
- Access IOM Staff Development and Learning online training courses.
- Understand IOM administrative systems and processes.
- Opportunities to discuss career planning and strategies for humanitarian work within 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.

Required Qualifications and Experience:

- Recent graduate. (Students approaching the end of their studies and preparing a thesis may also be considered.)
- Advanced English writing and editing skills.
- Advanced photography, videography and video editing skills an advantage.
- Good knowledge of Adobe Suite (InDesign, Photoshop, Illustrator, etc), MS Office and other relevant software.
- Expertise with social media platforms including Facebook, Twitter, Instagram and YouTube.
- Ability to work as part of a multicultural, multilingual team.
- Creativity, initiative and ability to work with minimal supervision.

Language:

Fluency in English

Required Competencies

Behavioral:

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

IOM Regional Office for Asia and the Pacific

Rajanakarn Building, 18th Floor • 3, South Sathorn Rd • Yannawa, Sathorn District • Bangkok 10120 • Thailand
Tel: +66 2 343 9400 • Fax: +66 2 343 9499 / + 66 2 286 0630 • E-mail: ROBangkok@iom.int • <http://www.iom.int>



International Organization for Migration (IOM)
The UN Migration Agency

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.
- 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) Homebased interns are responsible to manage their own resources to perform this responsibility, like computer, dedicated internet connectivity.
- 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.
- g) Homebased Intern needs to follow the following working hours: Monday to Friday (0900 – 1700 hrs.), Thailand (GMT +7)

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 2024-002** followed by your full name in the subject line and mention your preferred duration as mentioned above.

IOM Regional Office for Asia and the Pacific

Rajanakarn Building, 18th Floor • 3, South Sathorn Rd • Yannawa, Sathorn District • Bangkok 10120 • Thailand
Tel: +66 2 343 9400 • Fax: +66 2 343 9499 / + 66 2 286 0630 • E-mail: ROBangkok@iom.int • <http://www.iom.int>



International Organization for Migration (IOM)
The UN Migration Agency

Applications should include:

- Cover letter
- Curriculum vitae
- Duly completed IOM Personal History Form
(Can be downloaded from <https://thailand.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.

IOM Regional Office for Asia and the Pacific

Rajanakarn Building, 18th Floor • 3, South Sathorn Rd • Yannawa, Sathorn District • Bangkok 10120 • Thailand
Tel: +66 2 343 9400 • Fax: +66 2 343 9499 / + 66 2 286 0630 • E-mail: ROBangkok@iom.int • <http://www.iom.int>