



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications

Position Title: **Intern (Labour Mobility and Social Inclusion - LMI)**
Duty Station: **Homebased**
Type of Appointment: **Internship Contract, 6 months**
Closing Date of Vacancy: **25 October 2024**
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 and migrants.

Context

Under IOM's Regional Office for Asia and the Pacific (ROAP), the [Labour Mobility and Social Inclusion](#) (LMI) unit is the focal point for IOM's policy and operational engagement in the areas of labour migration, integration, and diaspora engagement. IOM's work in this area includes promoting ethical recruitment and protection of migrant workers, enhancing stakeholders' capacity on the migration, business and human rights agenda, facilitating skills-based mobility, strengthening diaspora engagement, and supporting migrant integration and social cohesion.

Supervision

Working under the direct supervision of the Regional LMI Officer and the overall direction of the Senior Regional LMI Specialist in IOM's Regional Office for the Asia and the Pacific in Bangkok, the selected intern will assist the LMI unit in the implementation of ongoing work to support country offices, the Regional Director, and the Headquarters.

Core Functions/Responsibilities:

- Support the preparation, development and dissemination of knowledge products and information materials on LMI topics, in the format of weekly news digest, issue briefs, monthly work updates, among others.
- In coordination with the regional Media and Communications unit, assist in updating LMI related IOM publications and news on the ROAP website, and developing communication contents for social media posts.
- Support the LMI Unit in capacity building efforts for LMI focal points in the Asia-Pacific region, such as monthly thematic webinars and LMI trainings.
- Assist the LMI Unit in the review of technical documents, such as papers and reports, related to the LMI portfolio in Asia and the Pacific.
- Support the preparation of presentations, talking points and other information and communication materials.
- Assist in the preparation for and participate in internal and external meetings, and draft notes for file and meeting reports.
- Provide administrative and logistics support as required.
- Perform such other duties as may be assigned.

Training components and learning elements

- Gain expertise on labour mobility and social inclusion through involvement in IOM's LMI work in Asia and the Pacific.

IOM Regional Office for Asia and the Pacific

Rajanakarn Building, 18th Floor • 3, South Sathorn Rd • Yannawa, Sathorn District • Bangkok 10120 • Thailand
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- Gain a better understanding of migration dynamics in the region and its various subregions.
- Opportunities to attend workshops, meetings and/or webinars with internal counter parts.
- Strengthen writing and communication skills.
- Access to Staff Development and Learning online training courses and tools.

Eligibility and Selection

The Internship Programme will offer the opportunity to work in the Labour Mobility and Social Inclusion Unit of IOM's Regional Office for Asia and the Pacific. It aims to attract 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;
- Experience in development cooperation with an international or non-governmental organization, preferably in the field of migration;
- Demonstrated interest in migration and social inclusion issues and policies, migrant protection and human rights;
- Ability to work successfully in an international, multicultural team environment;
- Familiarity with computer programmes, including MS Office programmes and internet applications;
- Ability to work remotely as part of a larger team;
- 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.
- 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 – 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 stipend as per IOM policy as a partial contribution to accommodations and living expenses. Interns benefiting from an internship allowance or scholarship granted by their 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 their doctor and submit vaccination records.
- c) Interns are expected to be home-based. IOM will not assist in obtaining the entry visa to Bangkok.
- 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.
- h) Interns need to follow the following working hours: Monday to Friday (0800 – 1700 hrs.), Thailand (GMT +7)

How to Apply:

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement. Please attach the following documents in your application:

Applications should include:

- Cover letter
- Curriculum vitae
- Duly completed IOM Personal History Form (can be downloaded from <https://thailand.iom.int/careers>);
- 1-2 writing samples, optional (relevant topic of your choice).

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.
- IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.
- Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

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