



International Organization for Migration (IOM)

The UN Migration Agency

Call for Applications

Position Title: **Intern (Monitoring and Evaluation – M&E)**
Duty Station: **Homebased**
Type of Appointment: **Internship Contract, 6 months**
Closing Date of Vacancy: **6 November 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

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand, covers 40 countries across the Asia and Pacific region: <https://www.iom.int/asia-and-pacific>. ROAP's key responsibilities are to formulate regional strategies, processes and programmes in line with the overall priorities and policies of the Organization and to provide strategic and programmatic guidance and support to countries within its region. Six Regional Thematic Units are based at ROAP to fulfill this responsibility, covering issues including Emergency and Post Crisis and Disaster Risk Reduction, Labour Migration and Human Development, Immigration and Border Management, Migration Health, Migrant Protection and Assistance and Counter Human Trafficking and Migration, Environment and Climate Change. IOM activities that cut across these areas include the promotion of international migration law, research, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

The newly created Regional Planning, Monitoring, and Evaluation Unit (RPMEU) operating under the Deputy Regional Director (DRD) for Operations is responsible for ensuring effective planning, monitoring and evaluation, support and sharing of critical learning to the Regional Office (RO) and its Country Offices (COs). The RPMEU supports the strategy and planning coordination, as well as monitoring and evaluation efforts, through an institutional lens and as an extension of IOM Headquarters (HQ), in line with IOM's Strategic Priorities to 1) save lives and protect people on the move, 2) drive solutions to displacement, and 3) facilitate regular pathways for migration.

Supervision

Under the overall supervision of the Deputy Regional Director (Operations), and direct supervision of the Regional Planning, Monitoring, and Evaluation officer (RPMEO), the incumbent will assist the Regional Planning, Monitoring, and Evaluation Unit (RPMEU) in supporting country offices to develop and rollout M&E tools and processes; and to ensure timely dissemination of quality M&E information to IOM project managers, Chiefs of Mission and regional staff.

Core Functions/Responsibilities:

- Assist in creating and updating a repository of Monitoring and evaluation tools for use by country and regional projects.
- Assist the Regional Planning, Monitoring, and Evaluation officer (RPMEO) in the analysis and visualization of data on M&E trends to enable RPMEU, country offices, and RO management to make informed decisions on ongoing projects and AP strategy implementation.

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- Assist the RPMEO in consolidating data for the Regional Strategy Results Framework baselines and targets and tracking the ROAP Workplan.
- Assist the RPMEO to track planning, conduct, and use of evaluations in the region.
- In consultation with the RPMEO and the M&E focal points, assist country offices in using the IOM internal Project Information and Management Application (PRIMA) to plan, conduct, and use evaluations including updating the evaluation information in PRIMA.
- Assist in planning and tracking of M&E capacity building calendar, as well as completing and maintaining of M&E training database.
- Assist in capacity building on data capture and analysis for routine monitoring data using Excel and other data analysis tools, including developing and orienting staff on data visualization systems including Power BI and Excel.
- Assist in consolidating simple guides for retrieval, collation, and use of data from institutional platforms for monitoring and reporting purposes.
- Support RPMEU to improve knowledge management by creating and maintaining a repository of knowledge products from M&E processes and assist in disseminating such information to relevant audiences in collaboration with the regional communication unit and country offices.
- Assist in developing and administering survey tools for M&E processes in the region.
- Assist in drafting and finalization of M&E data for the ROAP PRIMA Quarterly monitoring reports.
- Assist with any other duties as required in the RPMEU.

Training components and learning elements

- Gain in-depth knowledge of migration and displacement portfolio across Asia and the Pacific.
- Access opportunity to attend and assist in organizing 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 and UN administrative systems and processes.
- Discuss career planning and strategies for humanitarian and/or development work with IOM.

Eligibility and Selection

The Internship Programme will offer the opportunity to work in the Monitoring and Evaluation 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:

- University degree statistics, research, health or related fields such as social sciences and anthropology;
- Knowledge and experience working with excel spreadsheets;
- Experience with data collation and analysis and interpretation;
- Excellent analytical and strategic thinking skills;

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- Ability to work in multicultural environment;
- Ability to work under pressure and with minimum supervision;
- Hard working and initiative taking;
- Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, access, Outlook, internet and Email);
- Solid skills in computer data analysis and visualization programs, (e.g. PowerBI, GIS ARC, Stata, SPSS);
- Knowledge of, or experience in Asia and Pacific is desired;
- Good computer skills (Email, Word, Excel);
- Good interpersonal and communication skills;
- Flexibility, tolerance and capacity to work in a team;
- High sense of responsibility, dedication and honesty;

Language:

Fluency in both written and spoken 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 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.

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- 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. Bangkok time), 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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