

Open to Internal and External Candidates

Position Title	: Intern
Duty Station	: Bangkok, Thailand
Classification	: Internship (THB 18,027 per month)
Type of Appointment	: Internship, 6-month Contract
Desired Start Date	: As soon as possible
Closing Date	: 17 February 2023
Reference Code	: CFA011/2023

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

1. ORGANIZATIONAL CONTEXT AND SCOPE:

Under the direct supervision of the Senior Project Assistant and overall supervision of the Project Manager of Emergency and Post-Crisis Unit, the successful candidate will contribute to the implementation of material and service support for minority groups from Myanmar as well as other vulnerable migrants in communities, Immigration Detention Centres, Shelters for Children and Families, and Welfare Protection Centres for Victims of Trafficking in Thailand. The candidate will also contribute to the implementation of other projects managed by Emergency and Post-Crisis Unit.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

The successful candidate will have the following duties and responsibilities:

- Assist unit staff in the implementation of humanitarian assistance to stranded migrants in Thailand.
- Support unit staff in reporting and communications through drafting official letters to the Royal Thai Government, producing/updating briefing notes, visibility products, and project monthly factsheets.
- Assist unit staff in the implementation of projects which can include, but is not limited to, assisting meetings, workshops, and conferences, facilitating monitoring visits, etc.
- Assist unit staff in preparing administrative and financial documents for implementation of projects which can include Travel Authorization, transportation, and accommodation arrangement.

- Assist unit staff in translating official letters and other documents in English and Thai and vice versa.
- Support unit staff in organization and logistical coordination of bilateral, national, and regional meetings and workshops held in Bangkok, Thailand.
- Brief unit staff on project activities on a regular basis.
- Perform such other duties as may be required.

3. QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Bachelors' degree in law, international relations, political science, social science, business administration or relevant field from an accredited academic institution.

EXPERIENCE

- Experience working with international organizations or governmental institutions in a multicultural setting is an advantage.

SKILLS

- Strong organizational and time management skills
- Ability to work in a multi-cultural environment and respect diversity
- Proven written and analytical skills
- Proven ability to produce quality work to set deadlines
- Teamwork oriented but with a capacity to work independently

4. LANGUAGES

- Fluency in English and Thai (oral and written)

5. DESIRABLE COMPETENCIES:

The incumbent 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

- 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.

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 for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **February 17, 2023** at the latest.

Kindly indicate the reference code **CFA011/2023** followed by your full name in the subject line.

Applications should include:

- a) a cover letter, indicating the dates of availability;
- b) a curriculum vitae;
- c) a duly completed IOM Personal History Form which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbd11371/files/Vacancies/Form/iom-personal-history-form-270122.xls>.

Only shortlisted candidates will be contacted.

Posting period: From 03.02.2023 to 17.02.2023