

Open to Internal and External Candidates

Position Title	: Intern (RMU)
Duty Station	: Bangkok, Thailand
Classification:	Internship (THB 17,683 per month)
Type of Appointment	: Internship, 3-month Contract
Desired Start Date	: As soon as possible
Closing Date	: 01 February 2022
Reference Code	: CFCV041/2021

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 Head of Human Resources and overall supervision of the Head of Resources Management, the successful candidate will support HR Unit in administrative functions.

RESPONSIBILITIES AND ACCOUNTABILITIES:

The successful candidate will have the following duties and responsibilities:

1. Assist in the issuance and renewal of IOM ID badges, building passes for staff and non-staff members, as applicable.
2. Assist in orderly maintenance of documents, materials, and records in HR unit, keeping the record of personnel's files in both electronic and hard copies.
3. Assist in maintaining and updating records for compliance with IOM mandatory trainings and USRAP Integrity Guidelines in staff personnel files.
4. Assist in preparing case files for recruitment-related meetings; reserve meeting room(s) and equipment(s) for interview purposes.
5. Provide general administrative support to HR Unit if and when required.

2. DESIRABLE COMPETENCIES:

Values

The incumbent is expected to demonstrate the following values and competencies:

- 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.

3. EDUCATION AND EXPERIENCE:

- Recent graduate. (Students approaching the end of their studies and preparing a thesis may also be considered.)
- Experience working with international organizations or governmental institutions in a multicultural setting is an advantage
- Ability to work as part of a multicultural, multilingual team.
- Creativity, initiative and ability to work with minimal supervision.
- Writing and editing skills in both Thai and English
- Good knowledge of MS Office and other relevant software

4. LANGUAGES

Required: Fluency in English and Thai

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, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

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 along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **01 February 2022** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/thailand/files/Recruitment/IOM%20Personal%20History%20Form%20with%20Declaration.xls> Kindly indicate the reference code **CFCV041/2021** 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 (may be downloaded from <http://thailand.iom.int/>);

Only shortlisted candidates will be contacted.

Posting period:

From 18.01.2022 to 01.02.2022