



International Organization for Migration (IOM)

The UN Migration Agency

Call for Applications

Position Title: **Intern (Regional Policy Liaison Unit)**
Duty Station: **Bangkok, Thailand/ Homebased (if travel is not permitted)**
Type of Appointment: **Internship Contract, 6 months**
Closing Date of Vacancy: **28 November 2021**
Expected Start Date: **January 2022**

(The application date has extended for this vacancy, whoever already applied in previous CFA no need to apply again)

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

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 key responsibility of the ROAP is 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.

As part of the Regional Policy and Liaison Unit, the incumbent will maintain regular contact with international, governmental and non-governmental partners, and contribute to regular national and regional migration dialogue and policy development in the region, in the context of IOM's Strategic Vision, Migration Governance Framework (MiGOF), the Global Compact for Safe, Orderly, and Regular Migration (GCM) and IOM's roles on the UN Migration Network at regional and country levels, and the Agenda 2030 for Sustainable Development and other key global and regional frameworks relevant to migration. This includes particularly supporting the stakeholder engagement for the Regional UN Network for Migration in Asia and the Pacific.

Supervision

Under the direct supervision of the Senior Regional Policy and Liaison Officer (SRPLO) and in close coordination with the Regional Policy and Liaison Officer (RPL) the intern will support the Regional Policy and Liaison Unit for smooth implementation of the day-to-day activities.

Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Support the implementation, follow up and review of the Global Compact for Migration and Regional Network for Migration in Asia and Pacific core and thematic workstreams in accordance with the Regional Workplan.
2. Support the Unit's development and maintenance of knowledge management platforms, including stakeholder database for the Regional Network for Migration in Asia and Pacific and internal Policy and Liaison Unit databases.
3. Undertake and support the development of information and briefing materials, presentations, compilation of good practices, concept notes and reports by researching on issues and topics as

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assigned.

4. Assist in planning and organization of meetings, seminars, and workshops, including the preparation of background papers, presentations, tracking, and note-taking as required.
5. Assist in coordinating with internal and external stakeholder including Country Offices, UN agencies and other international organizations, Civil Society Organizations, academia, private sector, trade unions, media, faith based organizations, parliamentarians and others
6. Support the Unit's coordination with Inter-state coordination mechanisms (ISCMs) including with ASEAN Secretariat and relevant bodies
7. Provide administrative support as required.
8. Perform all other duties as may be assigned.

Training components and learning elements

- Gain in-depth knowledge on migration and its portfolio in Asia and the Pacific;
- Opportunities to attend workshops, meetings and/or webinars with internal and external counterparts and engage with staff at national and regional offices, and headquarters.
- 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 administrative systems and processes.

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. The Internship Programme is open to candidates of any nationality.

Required Qualifications and Experience:

- Knowledge and skills in computer programs, including MS Office Suite (Word, Excel, Teams, PowerPoint, Publisher) databases and social media platforms is required.
 - Excel skills managing the stakeholder database and its updates
 - Knowledge of MS Forms and other survey programs
 - Knowledge of Microsoft teams and other communication platforms
- Advanced English writing, research and communication skills
- Practical experience of how-to multi-task, prioritize and work independently
- Webpage management skills an advantage
- Experience in migration sector will be added advantage
- Able to adapt to an international, multicultural, virtual and multilingual environment

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.

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- Integrity and transparency: maintain 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 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) The Intern will be responsible for obtaining the necessary entry visa and arranging their travel to Bangkok. IOM will assist only in issuing documents required for visa processing. Please note that due to the COVID-10 pandemic, this position may be remote due to prevailing travel restrictions.
- 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) For homebased assignment, intern are responsible to secure their own resources to perform the duty

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 21-094** followed by your full name in the subject line.

Applications should include:

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

Applicants will be contacted only if under serious consideration for the internship assignment.

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