



International Organization for Migration (IOM)

CALL FOR APPLICATIONS

Reference Code: **ROC-2015-15**

Position Title: **Labour Migration / Migration & Development Intern**
Unit: **Regional Office for Asia and the Pacific**
Duty Station: **Bangkok, Thailand**

Type of Appointment: **Internship Contract, 6 months**
Estimate Starting Date: **Immediately**
Closing Date of Vacancy: **July 6, 2015**

Established in 1951, the International Organization for Migration (IOM) is the principal 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.

Context

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IOM works in the four broad areas of migration management: migration and development, facilitating migration, regulating migration, and addressing forced migration. Cross-cutting activities include the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

The IOM Senior Regional Labour Migration / Migration and Development Specialist acts as a regional thematic resource person for the Asia-Pacific region. This position monitors and analyzes regional thematic trends; monitors developments of projects in the thematic areas; supports regional thematic project development, and reviews and endorses projects related to his/her thematic area of expertise. This is a request for CVs/expression of interest for an internship opening to support the Senior Regional Labour Migration / Migration and Development Specialist in his/her work.

Scope of Work

Under the overall guidance of the Regional Director and the direct supervision of the Senior Labour Migration / Migration and Development Specialist in the IOM Regional Office for Asia and the Pacific in Bangkok, the incumbent will be assigned, but not limited to, the following tasks:

1. Assist in overseeing the planning and preparation for the 8th ASEAN Forum on Migrant Labour which is scheduled to take place in October.
2. Assist in overseeing the management of existing projects, development of new projects (with particular emphasis on ASEAN-related projects) and all activities related to labour migration and migration and development.
3. Collect, study, share relevant information/data on labour migration and migration and development available in the region.

IOM Regional Office for Asia and the Pacific

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4. Identify new programming opportunities and develop new programmes and budgets in consultation with the Senior Labour Migration/Migration and Development Specialist.
5. Provide technical assistance, advice and guidance to other departments working on issues related to labour migration and migration and development.
6. Review and draft memoranda of understanding, agreements and contracts as needed by Senior Labour Migration/Migration and Development Specialist.
7. Assist the Senior Labour Migration/Migration and Development Specialist with all activities related to national and regional working groups on international migration.
8. Perform such other duties as may be assigned.

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 22 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. **Candidates who are currently residing in Thailand and are immediately available will be specially considered.**

Minimum Experience and Requirements

a) Must hold an undergraduate degree; b) Able to adapt to an international, multicultural, multilingual environment; c) Good communication skills and able to work in a team; d) Advanced English writing and communication skills; e) Familiarity with computer programs, including MS Office programs (Word, Excel, Access, PowerPoint, Publisher).

Desired Qualifications

a) Graduate degree in development studies, political science or any other relevant fields preferred; b) Experience working in a multi-cultural setting; c) Detail-oriented; d) Takes initiative; e) Ability to work independently with minimal supervision; f) Sensitive to gender issues, personal commitment, efficiency, flexibility.

General Information

- a) Interns are granted a stipend of Baht 9,250.- per month as partial contribution to accommodation and living expenses. Interns benefiting from an internship allowance or scholarship granted by his/her University or other sponsoring body that includes financial remuneration will not be eligible for the stipend.
- b) Before commencing work, the Intern will be required to undergo a full Entry-On-Duty medical examination and complete vaccination requirements for travel to Bangkok.
- 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 in visa processing.
- 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.



How to Apply

Interested candidates are invited to submit their applications via e-mail to ROBangkokHR@iom.int by **July 6, 2015** at the latest, referring to this advertisement. Please include the reference code **ROC-2015-15** followed by your full name in the subject line.

Applications should include: a) a cover letter not more than one page, specifying the motivation for applications; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from <http://th.iom.int>); and, d) 2-3 writing samples (any relevant topic).

Internship applicants will be contacted only if under serious consideration for an internship assignment.

Posting Period: From July 1, 2015 to July 6, 2015