



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications

Position Title: **Intern (Immigration and Border Governance - IBG)**
Duty Station: **Bangkok, Thailand / Homebased**
Type of Appointment: **Internship Contract, 6 months**
Closing Date of Vacancy: **02 July 2023**
Expected Start Date: **August 2023**

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 IBG Unit of the IOM Regional Office for Asia and the Pacific (ROAP) provides guidance and technical expertise to IOM Country Offices in Asia Pacific Region aspiring to expand their [IBG programming](#) and to respective governmental counterparts to improve their migration and border management systems, processes and capacities.

The IBG Unit-led initiatives provide the document examination experts and immigration authorities with a wide range of capacity support, which includes delivering training on various IBG topics, including passport examination procedures, providing ad hoc travel document verification within the Asian Network for Document Examination (ANDEX), developing secondary level document verification software, supporting the development of regional trends of identity and passports frauds, as well as networking document examination experts from various immigration authorities in the region.

The IBG Unit also marks an important role in contributing to the improvement of border and identity management in Asia Pacific region through the organization of the bi-annual Border Management and Identity Conference (BMIC). The organization includes the identification of the location, development of themes and related workshops to be discussed during the Conference, the identification of relevant speakers and coordination for the development of the presentation, liaison with Governments to be invited to the Conference and dissemination of best practices among IOM's offices.

Supervision

Under the overall supervision of the Senior Regional Immigration and Border Governance Specialist, the intern will support day to day work within the IBG Unit.

Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Research, collect, and analyze information related to IBG works, to develop presentation materials for the IBG RTS or IBG Unit officers on selected IBG topics.
2. Support to develop, update, and maintain the IBG Unit's information resources and materials including information sheets, statistical information (graphs and charts, etc.), to be used for IBG trainings, presentation and reporting.
3. Coordinate with IBG focal points to collect, track, and analyze IBG project data and information from Country Offices or IBG HQs, for the development of IBG bi-monthly report, IBG portfolio, etc.

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4. Assist in preparatory work for the organization of the 7th Border Management and Identity Conference (BMIC) which is scheduled on 11 – 13 December 2024, including a series of “Road to BMIC7” webinars to be held prior to the 2024 conference.
5. Coordinate with MCU and ICT colleagues on the IBG Unit communications through social media, update and maintain DESC, BMIC websites as required.
6. Provide logistical support for the online and in-person training, meeting, conference or study visit to be organized by the IBG Unit. Coordinate with relevant RRMU colleagues on administrative arrangements.
7. Take notes, prepare the Notes for Files from meetings, webinars as required.
8. Perform such other duties as may be assigned.

Training components and learning elements

- Opportunities in attending IOM internal IBG related trainings/webinars provided by the IBG Unit and professional development e-training sessions provided by the Staff Development and Learning Unit;
- Gain extensive knowledge on immigration and border governance and other migration issues through meetings, workshops and conferences;
- Learn to prepare reports on activities as assigned;
- Learn how to develop new projects and expansion of existing projects in the areas of IBG;
- On the job training/learning on the project cycle.

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:

- Either students approaching the end of their studies and preparing a thesis, or recently graduated; preferably completed undergraduate degree in migration or related social sciences fields and/or equivalent of;
- Prior knowledge or experience working on migration issues;
- Able to adapt to an international, multicultural, multilingual environment;
- Good communication skills and able to work in a team;
- Familiarity with computer programs, including MS Office programs and internet applications;
- Advanced English writing and communication skills.

Language:

Fluency in English, another UN or regional language an asset.

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

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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 – behavioural 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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

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) Homebased Intern are responsible to manage their own resources to perform this responsibility, like Computer, dedicated internet connectivity.
- 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.

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.

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.

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