Logo, company name

Description automatically generated

**POST DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| I. Position Information | | |
| Position title | Intern – Programme & Policy Support Unit | |
| Position grade | Other | |
| Duty station | Bangkok, Thailand | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Programme & Policy Support Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on |  | |
| Reports directly to | Programme & Policy Support Coordinator | |
| Number of Direct Reports |  | |
| II. Organizational Context and Scope | | |
| **Background Information**  Under the overall supervision of Chief of Mission (CoM) in Thailand and the direct supervision of the Policy and Programme Support Coordinator, the successful candidate will be able to support IOM Thailand’s efforts to enhance overall reporting capacity in the Mission including IOM’s work as secretariat of the UN Network for Migration in Thailand. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support the monitoring and analysis of the Missions donor reporting progress to help the mission maintain an overall understanding of Missions efficiency in meeting reporting requirements. 2. Carry out analysis of information on PRIMA to update Mission dashboards. 3. Support in the development, compilation, and timely submission of donor reports, as well as other mission-specific reports, ensuring accuracy and compliance with donor and organizational requirements. 4. Coordinate with other units within the Mission to augment capacity to develop reports as needed. 5. Support the development of overall Mission reports and updates to the RO, HQ and external stakeholders such as the UNCT and other coordination mechanisms as needed. 6. Draft, review, and edit knowledge products—including good practice factsheets, knowledge bites, articles, research reports, etc.—in coordination with relevant internal counterparts. 7. Participate in and provide support for program-related meetings and conferences at both the national and international levels. 8. Perform such other duties as may be assigned.   **Training Components and Learning Elements**   * The Intern will gain experience in working in an international multicultural environment, within the United Nations system. * Gain experience in organization, management, and international cooperation activities. * Gain a better understanding of IOM’s work, as an inter-governmental organization in the field of Migration, and work on formulating and editing institutional strategies, priorities and workplans. * The Intern will acquire technical knowledge in policy and strategy. * The Intern can also access online training courses at the disposal of all IOM staff. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Bachelor's degree degreein Political Science, Migration Studies, International Relations or a related field from an accredited academic institution. | | | |
| Experience | | |
| * Experience writing reports, carrying out data analysis * Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded; | | |
| SKILLS | | |
| * Excellent writing, drafting, editing and reporting skills; * Strong communication and organizational skills; | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written) | | N/A |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate is expected to demonstrate the following values and competencies:   * Ability to work well in multi-cultural evvironments, * Flexible and adaptable to rapidly changing contexts * Ability to work well underpressure | | |
| **Notes[[2]](#footnote-2)** | | |
| **Eligibility and Selection**  In general, the Internship Programme aims at attracting talented students and graduates who:  a) have a specific interest in, or whose studies have covered, areas relevant to IOM  programmes and activities;  b) are holding a scholarship for internship placements in international organizations  and/or for whom internship is required to complete their studies; or  c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.  d) are either students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted. * Please consider the cost of living in the duty station prior to applying. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)
2. Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process”. [↑](#footnote-ref-2)