



POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Intern
Position grade	Other with 09 month of contract duration
Duty station	Vientiane, Lao People's Democratic Republic
Organizational unit	Migration Policy and Communications
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Reports directly to	Project Manager
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p><u>Background Information</u></p> <p>The International Organization for Migration (IOM) is committed to the principle that safe and orderly migration benefits migrants and society and is essential for the achievement of the Sustainable Development Goals (SDGs). As a United Nations Migration Agency, IOM supports its Member States to effectively manage the various challenges related to migration and provides assistant to migrants.</p> <p><u>Supervision</u></p> <p>The successful candidate will work under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Project Manager. In cooperation with other colleagues in the Country Office, S/he will pursue the following duties:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>1. Engage in comprehensive research and analysis across various thematic areas relevant to migration, such as human rights, labor migration, and climate change-induced displacement. Synthesize findings to support evidence-based decision-making and contribute to the development of informed policies and strategies.</p> <p>2. Actively assist in all phases of project management and implementation, from initiation and planning to execution and closure. This includes helping to design project workplans and monitoring and evaluation strategies, ensuring alignment with IOM's objectives and donor requirements.</p> <p>4. Assist in developing communication materials, including drafting reports, preparing presentations, and creating content for IOM's digital platforms. Play a key role in documenting project activities and outcomes, ensuring clear and effective communication both within the organization and with external partners.</p> <p>5. Provide administrative support, efficiently handling tasks such as data entry and analysis, meeting minutes, document management, and correspondence.</p>	

Contribute to maintaining organized and efficient office operations, thereby supporting the smooth functioning of IOM's diverse programs.

6. Engage in a variety of learning opportunities, workshops, and seminars aimed at enhancing professional skills and understanding of migration issues. Actively participate in knowledge exchange sessions to gain insights into IOM's approach to migration management and development.

7. Perform such other duties as may be assigned.

Training Components and Learning Elements

1. Opportunities in engaging with project design, project development, monitoring and evaluation of IOM People's Democratic of Republic through daily duties.
2. Strengthen communication and coordination skills through liaising with colleagues in the mission and external stakeholders including UNCT, UN agencies and donors.
3. Obtain extensive knowledge on migration and related issues in Lao People's Democratic Republic and across the region through project development.
4. Collaborate with different departments within IOM to gain a holistic understanding of the organization's work. Contribute to joint initiatives, fostering a culture of teamwork and interdisciplinary cooperation.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

University degree in Political or Social Sciences, Business Administration, Migration Studies, International Relations, Law or a related field from an accredited academic institution.

EXPERIENCE

- Be either students approaching the end of their studies and preparing a thesis, or recently graduated, between 19 and 36 years old, who have less than two years of relevant working experience. Other applicants will be considered on a case-by-case basis.
- Have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities.
- Be able to adapt to an international, multicultural, multilingual environment, have good communication skills and be able to work in a team.

SKILLS

- Computer skills in Microsoft Office, especially Excel and data analysis.

V. LANGUAGES	
Required (specify the required knowledge)	Desirable
Fluency in English (oral and written).	Working knowledge of Lao and/or any other official language of IOM.
VI. COMPETENCIES	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values – all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies – behavioural indicators <i>level 1</i></p> <ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. 	
NOTES	
<p><u>Eligibility and Selection</u></p> <p>In general, the Internship Programme aims at attracting talented students and graduates who:</p> <p>a) have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities;</p> <p>b) are holding a scholarship for internship placements in international organizations and/or for whom internship is required to complete their studies; or</p> <p>c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.</p> <p>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.</p>	

- 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.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE