



International Organization for Migration (IOM)
The UN Migration Agency

LA10-2022-3.2– Internship Announcement

Countering Trafficking in Persons (CTIP) Internship with IOM Laos

Countering Trafficking in Persons (CTIP) Unit of the International Organization for Migration (IOM) is looking for an intern to contribute to the implementation of family reunification in line with the learning objectives described below.

Working under the overall direction of the Chief of Mission and direct supervision of Legal Project Officer, the intern will assist with the implementation of the related counter trafficking projects in the mission; to contribute to the Lao Government's efforts in facilitating safe, orderly, and regular migration, through the effective implementation of projects under Migration Protection and Assistance unit by IOM Lao PDR. Tasks will include:

The internship is on a full-time basis for six-months. The intern will be working for the **IOM Laos Office** Preferably starting April 2022.

Learning objectives:

- Assist in administrative and logistic tasks to implement counter trafficking projects in IOM Lao PDR mission;
- Assist in facilitating trainings, workshops, and advocacy activities;
- Draft meeting minutes, reports, Note for File, and other documentation;
- Assist in translating documents from English to Lao and vice versa; reviewing translation of the communication materials and information product for supporting the migrant workers;
- Assist to draft/keep track/follow up on official letters to the government related departments;
- Support communications team and ensuring visibility aligned with donor and IOM requirements;
- Update existing contact details of IOM's partners and related stakeholder;
- Participate in IOM or UN in-house activities if needed;
- Undertake duty travel relating to project activities, as required;
- Perform such other related duties as may be assigned.

Requirements:

- Applicants to IOM internships must, at the time of application, meet one of the following requirements:
 - a) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or
 - b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
 - c) Have graduated with a university degree (as defined in 4.1(a) or (b) above) and, if selected, must commence the internship within one year of graduation.
- All applicants must be between 20 and 36 years of age. Exceptions must be approved in advance by the Director, HRM.
- Applicants should have a working knowledge (both oral and written) of at least one of IOM's official languages (English, French or Spanish).
- All hiring managers are encouraged to select interns through a competitive process, except those sponsored by a third-party organization based on a bilateral agreement with IOM. Page 3 of 7 4.5 Close relatives of IOM staff members may only be hired and placed in accordance with IN/161: Close Relatives in the Workplace and provisions of this instruction.

The successful intern will also benefit from training components and learning elements, including:

1. Opportunities to attend IOM workshops related to counter trafficking in Lao PDR;
2. Learning about migration issues in Lao PDR and in the region;
3. Obtain extensive knowledge on migrant protection and other migration issues through attending meetings, workshops and conferences organized in Laos, such as by other development partners and the government.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM on or after 15 November 2021. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

Interns are expected to be covered by their own medical and accident insurance.

Interns are granted a stipend referred to as a Monthly Subsistence Allowance (MSA) as partial contribution towards accommodation and living expenses. No other remuneration is granted for internships. Interns benefiting from any internship allowance, financial remuneration or scholarship granted by their university or other sponsoring body will not be eligible for MSA.

Interested candidates are invited to submit their applications in English containing a duly completed Personal History form and a motivation letter by e-mail to LaoHR@iom.int quoting **LA10-2022-3.2 – Internship Announcement by 21 to 25 March 2022 the latest.**

Only shortlisted candidates will be contacted.

Posting period: 21 to 25 March 2022