

Call for Applications

Functional Position Title : **Migrant Protection and Assistance (PXD) and Labour Migration and Social Inclusion (LMI) Internship**
Duty Station : **Kuala Lumpur, Malaysia**
Type of Appointment : **Internship (6 months)**
Estimated Start Date : **1st February to 31st July 2023**

Closing Date : **26 January 2023**

Context:

IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

Key thematic areas of focus in the Malaysia include but not limited to Labour Mobility and Social Inclusion (LMI), Migrant Protection and Assistance (PXD), Migration Health and Refugee Resettlement programmes.

IOM activities that cut across these areas include the promotion of international migration law, research, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

Learning Objectives:

Core Functions/Responsibilities:

Working under the overall supervision of the Chief of Mission and under the direct supervision of the Programme Coordination and National Officers as relevant, the intern(s) will assist with the operational activities of the IOM Malaysia Migrant Protection and Assistance (PXD) and Labour Migration and Social Inclusion (LMI) Units. Tasks will include:

- Assist the Project Assistant(s) in the implementation and administrative support for the successful rollout of activities conducted in the PXD and LMI units. Based on expertise and interest, the selected candidate(s) could contribute to activities including:
 - Research on migration issues and data collection, analysis and dissemination;
 - Capacity building programmes on topics relating to ethical recruitment, forced labour, trafficking in persons and others, as relevant;
 - Direct assistance to vulnerable populations including implementation of cash-based interventions or support to case management and data entry;
 - Private sector engagement on topics relating to LMI and PXD;

- Contribute and support Project Assistant(s) and National Officer(s) to the successful engagement with different stakeholders including government officials, UN Agencies, private sector, civil society organizations, academia and others to plan and successfully execute relevant activities;
- Assist the Project Assistant(s) in the drafting of correspondence and relevant documents including notes for file, reports, briefing notes, presentations, and other material as relevant;
- Support in visibility efforts including for IOM social media platforms;
- Perform other related duties as 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 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:

Applicants to IOM internships must, at the time of application, meet one of the following education requirements [(a), b) or c)] and possesses the experience as well as skills detailed below:

- a) Be enrolled in the final academic year of a first university degree programme in a related field from an accredited academic institution (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 (a) or (b) above) and, if selected, must commence the internship within one year of graduation;
- Proven demonstrated interest and experience in the area of human rights, including work or volunteering experience in working with vulnerable populations.
- Good knowledge of MS Office and other relevant software.
- Ability to work as part of a multicultural, multilingual team.
- Creativity, initiative and ability to work with minimal supervision.

Languages

- Fluency in **English and Malay** is required. Knowledge of **another UN** Language will be considered as an asset.

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 his/her 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 clearance from IOM's Occupational Health Unit in coordination with Human Resource unit.
- c. 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.

- d. 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.
- e. Interns are bound by staff confidentiality rules pertaining to their duties in IOM.

Required 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 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.

Other:

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

A prerequisite for taking up the position is legal residency and/or working permit in Malaysia.

How to Apply:

Interested candidates are invited to submit their applications via e-mail to vnioiakualalumpur@iom.int
Please include the reference code '**Migrant Protection and Assistance (PXD) and Labour Migration and Social Inclusion (LMI) Internship**' followed by your full name in the subject line.

Applications should include:

- Cover letter
- Curriculum vitae
- Duly completed IOM Personal History Form (can be downloaded here : [PHF \(1\).xlsx](#))

Applicants will be contacted only if under serious consideration for the internship assignment.



Posting period: 13 to 26 January 2023
Duty Station: Kuala Lumpur, Malaysia
Grade: Internship

Closing Date: 26 January 2023