



Open to Internal and External Candidates

Position Title : **Internship Information Management & Data Analysis**
Duty Station : **Nuremberg, Germany**
Reference Code : **Intern-DE1-2018-01-EXT**
Classification : **MSA**
Type of Appointment : **6 Months; 40hrs/week**
Estimated Start Date : **As soon as possible**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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:

Under the overall guidance of the Chief of Mission (CoM), the overall and direct supervision of the Admin/Finance Resource Management and in coordination with the Data Analysis Coordinator in Germany the incumbent is responsible for various project related tasks.

Core Functions / Responsibilities:

- Assist in preparing and analyses AVR related statistical information;
- Assists in interpreting data, analyses results using statistical techniques;
- Assists in compiling, preparation, cleaning and managing of complex data sets;
- Assists operational staff in resolving problematic technical issues related to IOM's in-house electronic application;
- Monitoring of AVR related statistical data quality; support that necessary corrections of entered data are made in coordination with operational case workers;
- Provides support to other relevant tasks in the area of information management and data analysis as assigned by the direct supervisor.

Required Qualifications and Experience

Education

- Student or graduate; preferably in Statistical science or a related field

Experience

- Background in statistics analysis;
- Proficiency with Word, Excel, Access, Tableau, Stata/R or comparable tools;
- Experience visualizing data (applied knowledge of Tableau and Adobe Illustrator or a comparable tool);
- Ability to timely understand the Organization's structure and portfolios;
- Knowledge of SQL reporting services is an advantage
- Familiarity with German Asylum and Foreigners' regulations and EU grant guidelines an advantage.

Languages

Fluent knowledge of spoken and written German and English. Knowledge of other official IOM language is an advantage.

Required Competencies

- Accountability – Follows all relevant procedures, processes, and policies; meets deadline, cost, and quality requirements for outputs and monitors own work to correct errors;
- Client Orientation - Identifies the immediate and peripheral clients of own work, establishes and maintains effective working relationships with clients;
- Continuous Learning – Demonstrates interest in improving relevant skills and keeps abreast of developments in own professional area;
- Communication – Actively shares relevant information, clearly communicates, and listens to feedback on, changing priorities and procedures; listens effectively and communicates clearly, adapting delivery to the audience;
- Teamwork - Actively contributes to an effective, collegial, and agreeable team environment; contributes to, and follows team objectives and seeks input and feedback from others;
- Technological Awareness - Learns about developments in available technology.

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 for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Germany will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application including a CV and a cover letter not exceeding more than one page, relevant certificates and references by email to HRDGermany@iom.int. Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.