



Open to Internal and External Candidates

Position Title : **Internship Human Resources**
Duty Station : **Nuremberg, Germany**
Reference Code : **Intern-DE1-2018-02**
Classification : **MSA**
Type of Appointment : **6 Months; 40hrs/week**
Estimated Start Date : **01 March 2018**
Closing Date : **02 February 2018**

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 Head of Human Resources in Germany the incumbent is responsible for various project related tasks.

Core Functions / Responsibilities:

- Assists in the recruitment process and in handling Entry-on-duty HR issues as per IOM procedures;
- Contributes in research and in the preparation of HR-monthly/ annual reports;
- Assists in answering to internal and external inquiries;
- Supports in the regularly preparation of attendance records;
- Supports in maintenance of files and in day-to-day administrative activities.
- Performs any other duties as assigned by the immediate supervisor or the CoM.

Required Qualifications and Experience

Education

- Student or graduate; preferably in Economics, Human Resources or any related discipline.

Experience

- Previous work/internship experience in administrative and/or HR-related work is an advantage;
- Practical experience of how to multi-task, prioritize and work independently;
- Confirmed interest in administrative activities and in the functioning of an international organization;
- High level of computer literacy in standard MS products.

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.

Posting period:

From 19 January 2018 to 02 February 2018