



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Internship ZIRF Counselling**
Duty Station : **Berlin, Germany**
Reference Code : **Intern-DE1-2018-05**
Classification : **MSA**
Type of Appointment : **3 Months; 40hrs/week**
Estimated Start Date : **May 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 and the direct supervision of the Project Coordinator ZIRF the intern will be assisting in project activities and will be responsible for providing effective and efficient technical and administrative support to the project ZIRF-Counselling as well as related activities of the “ReturningfromGermany” information portal.

Core Functions / Responsibilities:

- Assists the supervisor in carrying out activities of the projects in compliance with the defined project results;
- Supports the registration of individual queries/requests concerning the living standard and/or specific circumstances in any potential return country;
- In close coordination with the supervisor, translates queries into English and forward these to the responsible IOM-Mission requesting for an answer;
- Supports in formatting and aggregating former individual inquires and upload them to the database of the information portal” Returning from Germany” in close coordination with the supervisor;
- Supports the supervisor with internet research to obtain country specific information;
- Assists in reviewing and editing information obtained via ZIRF-Counselling, individual requests from IOM missions worldwide and Country Fact Sheets;
- Supports workshops and presentations related to increasing awareness about the project;
- Supports the supervisor with design materials for outreach and visibility of the project;
- Performs any other duties that may be assigned by the Chief of Mission and/or the direct supervisor.

Required Qualifications and Experience

Education

- Student or graduate; preferably in Political Science, Migration Studies, International Relations or a related field from an accredited academic institution.

Experience

- Practical experience of how to multi-task, prioritize and work independently;
- Previous work experience with national, regional or international public bodies would be an advantage;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and Outlook is required. Proficiency with Microsoft Dynamics CRM is considered an asset.

Languages

Excellent knowledge of spoken and written English and German.

Knowledge of the following languages is an advantage:

Albanian, Arabic, French, Dari/Farsi, Russian, Serbian or of an official IOM language.

Required Competencies

- Accountability – takes responsibility for action and manages constructive criticisms
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation
- Technological Awareness - displays awareness of relevant technological solutions.

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.