



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **ICT Internship**
Duty Station : **Berlin, Germany**
Reference Code : **Intern-DE1-2018-13**
Classification : **MSA**
Type of Appointment : **3-6 months; 40hrs/week**
Estimated Start Date : **15 November 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, the overall supervision of the Head of Admin/Finance and under the direct supervision of the ICT Assistant, the incumbent will perform the following duties and responsibilities:

Core Functions / Responsibilities:

- Performs checks, updates, maintains IT items and mobile devices according to established internal procedures within the asset management, creates an overview of existing assets, reports changes and updates;
- Prepares, maintains, and updates ICT files and internal databases within the user account management, updates data according to mission structure;
- Assists with ongoing or planned IT procurement processes, prepares information and provides data for delivery processes;
- Documents IT devices and data for Nuremberg and Berlin office;
- Assists in first level ICT user support and technical advice to local end-user in Nuremberg and Berlin office;
- Performs such other duties and functions as may be assigned by the immediate supervisor and/or the CoM.

Required Qualifications and Experience

Education

Student or graduate; preferably in Information Technology, Computer Sciences, IT Management, or similar

Experience

- Ability to work effectively and harmoniously in an international team
- High level of computer literacy in standard MS Office products with specific proficiency in MS Excel
- First experience in administration and maintenance of Microsoft Windows network environment (LAN/ WAN) would be an advantage
- First experience in administrative work and/or direct user support and computer and communication equipment troubleshooting would be an advantage.
- First experience in Information Technology, Computer Sciences, IT Management would be an advantage

Languages

Excellent knowledge of spoken and written English. Knowledge of other official IOM language an advantage.

Required Competencies

- 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.
- 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

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 cover letter not exceeding more than one page, CV and 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 11 October 2018 to 25 October 2018

Contact

International Organization for Migration / Germany

Human Resources

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