



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Internship - Budget, Monitoring and Reporting**  
Duty Station : **Nuremberg, Germany**  
Reference Code : **Intern-DE1-2018-15**  
Classification : **MSA**  
Type of Appointment : **3-6 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 supervision of the Head of Admin/Finance Resource Management and under the direct supervision of the Budgeting Senior Finance Assistant, the incumbent will perform the following duties and responsibilities:

### ***Core Functions / Responsibilities:***

- Assist the preparation of budget outlines for concept notes and project budgets according to IOM and donor regulations and guidelines;
- Assists in internal project endorsement, submission, activation and creation and prepares relevant financial supporting documents.
- Assists the preparation of the resource schedule and the financial plan for the project implementation;
- Assists in reviews of project related expenditures according to IOM and donor regulations; monitors incurred expenditures and budget consumption for assigned projects and analyses variances between the project budget and actual expenditures; and reports regularly as required
- Assists the preparation of regular internal project monitoring reports;
- Assists the financial closure of projects.
- Assists the preparation of project financial interim and final reports to IOM units and donors in accordance with IOM and donor regulations and established procedures.
- Performs any other duties as assigned by the immediate supervisor and/or CoM.

## ***Required Qualifications and Experience***

### **Education**

- Student or graduate, preferably in Finance, Economics, Business or Public Administration or related course of studies.

### **Experience**

- First experience in financial or administrative areas would be an advantage;
- Experience with national, regional or international public bodies would be an advantage;
- Strong organizational skills including experience in Financial management;
- Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS) is an advantage;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- High level of computer literacy in standard MS products with specific proficiency in MS Excel is required.

### **Languages**

Fluent knowledge of spoken and written English and German.  
Knowledge of an official IOM language would be 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 CV and a cover letter not exceeding more than one page, relevant certificates and references by email to [HRDGermany@iom.int](mailto:HRDGermany@iom.int) (max 5 MB). 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.

## ***Contact***

International Organization for Migration / Germany  
Human Resources  
Ms Lisa Rauscher  
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