



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Internship – Administration and Logistics**
Duty Station : **Nuremberg, Germany**
Reference Code : **Intern-DE1-2018-17**
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 supervision of the Chief of Mission (CoM) and the National Resource Management Officer and under the direct supervision of the Senior Procurement and Logistics Assistant, the intern is responsible for various event related tasks.

Core Functions / Responsibilities:

- In coordination with the supervisor, assists in procurement, logistical and administrative support for the mission and as needed other IOM entities supported administratively by the mission;
- Assists in the preparation of procurement plans and processes;
- Assists in the preparation of purchase orders and service agreements/contracts in and outside of the material management system (SAP), in recurring purchase orders for contracting of services, vendor creation and the maintenance of the filing system in the procurement unit;
- Assists in project management and other relevant units in purchasing operations, in the coordination of distribution of pertinent documents to concerned parties and in appropriate follow-up actions;
- In coordination with the supervisor, supports in the maintenance of relevant internal databases and files, of any service agreements, systems contracts, the roster of suppliers;
- Assists in the preparation of inventory reports and in performing inventory and physical verification check-ups;
- Performs any other duties as assigned by the CoM and/or the immediate supervisor.

Required Qualifications and Experience

Education

Student or graduate; preferably in Business or Public Administration or any related discipline.

Experience

- High level of computer literacy in standard MS products with specific proficiency in MS Excel;
- First experience in administrative management;
- Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS) would be an advantage;
- Previous work experience with national, regional or international public bodies would be an advantage.

Languages

German and English (Fluent), knowledge of another official IOM language an advantage.

Required Competencies

The intern is expected to demonstrate the following competencies:

Values

- 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.
- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this [link](#).

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 (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
Email: HRDGermany@iom.int