



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Internship Financial Unit Starthilfe Plus**
Duty Station : **Nuremberg, Germany**
Reference Code : **Intern-DE1-2018-20**
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, the overall supervision of the Resource Management Officer and under the direct supervision of the Senior Finance Assistant (StarthilfePlus), the incumbent will perform the following duties and responsibilities:

Core Functions / Responsibilities:

- Compares the incoming invoices with the operational files, prepare documentation for project-related remittances;
- Enter the remittance-related data into SAP-developed software system (PRISM) and assist in generating the appropriate invoices for the payment;
- Assist in preparing financial donor reports and in disseminating relevant information to the appropriate authorities;
- Assist in maintaining the invoicing-related balance sheets, checking that all financial obligations are completed with the set donor-deadlines;
- In close coordination with the supervisor, process the payment-related notifications from local authorities and IOM missions relating to financial assistances provided to migrants under the AVRR projects;
- Perform any other duties as assigned by the immediate supervisor or the CoM.

Required Qualifications and Experience

Education

- Student or graduate; preferably in Accounting/Finance, Economics or related course of studies.

Experience

- First experience in financial or administrative areas would be an advantage;
- 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;
- High level of computer literacy in standard MS products with specific proficiency in MS Excel.

Languages

Fluent knowledge of spoken and written English and German. Knowledge of an official IOM language would be 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