



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Internship Operations AVRR Projects**
Duty Station : **Nuremberg, Germany**
Reference Code : **Intern-DE1-2019-09**
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 National Movements and Migrant Assistance Officer and under the direct supervision of the Operational Project Team Leaders, the incumbent will assist and support in the following duties and responsibilities:

Core Functions / Responsibilities:

- Supports the operational project team to process applications for AVRR and 3rd country migration in processing necessary information and/or documents from applying entities or migrants and prepares files for checks on completeness and accuracy under the framework of the German AVRR-Programs.
- Checks the IOM Germany data base, prepares possible communication with external partners; compiles and maintains case files according to the rules and regulations of the program;
- Assists within the preparation of flight bookings or ground transportation and contacts the applying entities;
- Supports in generating confirmations of AVRR and Reintegration in the IOM data base and prepares the relevant documents for further distribution;
- Assists Operational project teams by updating internal information sheets and informing them on the controlling guidelines;
- Assists in the preparation of documents for external audit submission and checks documentation for AVRR case files, including payment-related records;
- Performs other duties as assigned by the immediate supervisor or the CoM

Required Qualifications and Experience

Education

- Student or graduate in Business/Public Administration/Social Sciences any any related field;
- First working experience in migration-related issues, project-related work and/or Administration will be considered as advantage.

Experience

- Confirmed interest in operational activities and in the functioning of an international organization;
- High level of computer literacy in standard MS products

Languages

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

Required 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.

Core Competencies

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- 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.

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