



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Internship Human Resources**
Duty Station : **Berlin, Germany**
Reference Code : **Intern-DE1-2019-16**
Classification : **MSA**
Type of Appointment : **3-6 months; 40hrs/week**
Estimated Start Date : **Latest October 2019**

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) and under the supervision of the National Resource Management Officer and under supervision of the HR Coordination Team, the Intern will perform the following duties and responsibilities:

Core Functions / Responsibilities:

- Assists the HR team in in day-to-day administrative activities;
- Supports maintenance of files and preparation of reports;
- Supports the recruitment processes with scheduling interview appointments and related documents;
- Assists in answering to internal and external inquiries;
- Prepares documentation dossiers and filing;
- Performs any other duties as assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

Student or graduate; preferably in Economics, Human Resources or any related discipline.

Experience

- High level of computer literacy in MS products;
- Practical experience of how to multi-task, prioritize and work independently;
- Previous work/internship experience in administrative and/or HR-related work is an advantage.

Languages

Excellent knowledge of spoken and written English and German. 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 23 August 2019 to 08 September 2019

Contact

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Human Resources
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