



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Internship ZIRF Counselling**
Duty Station : **Berlin, Germany**
Reference Code : **Intern-DE1-2021-09**
Classification : **MSA**
Type of Appointment : **6 Months; 40hrs/week**
Estimated Start Date : **03.05.2021**

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 and the direct supervision of the Project Coordinator ZIRF the intern will be assisting in project activities and will be responsible for providing effective and efficient technical and administrative support to the project ZIRF-Counselling as well as related activities of the “Returning from Germany” information portal.

Core Functions / Responsibilities:

- Assists the supervisor in carrying out activities of the projects in compliance with the defined project results;
- Provides up-to-date, objective and reliable information on the situation in countries of return, and by doing so, assists in migrant’s informed decisions on return or other available options, as required, initializes support concerning return and reintegration;
- In close coordination with the supervisor, translates queries into English and forwards these to the responsible IOM-Mission requesting for an answer;
- Supports in formatting and aggregating former individual inquires and uploads them to the database of the information portal” Returning from Germany” in close coordination with the supervisor;
- Supports the supervisor with internet research to obtain country specific information;
- Assists in reviewing and editing information obtained via ZIRF-Counselling, individual requests from IOM missions worldwide and Country Fact Sheets;
- Supports workshops and presentations related to increasing awareness about the project;
- Supports the supervisor with design materials for outreach and visibility of the project;
- Performs any other duties that may be assigned by the Chief of Mission and/or the direct supervisor.

Required Qualifications and Experience

Education

- Student or graduate; preferably in Political Science, Migration Studies, International Relations or a related field from an accredited academic institution.

Experience

- Practical experience of how to multi-task, prioritize and work independently;
- 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;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and Outlook is required. Proficiency with Microsoft Dynamics CRM is considered an asset.

Languages

Excellent knowledge of spoken and written English and German.

Knowledge of the following languages is an advantage:

Albanian, Arabic, French, Dari/Farsi, Russian, Serbian or of an official IOM language.

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.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- 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.

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 one page, as well as relevant certificates and references by email to HRDGermany@iom.int (max 5 MB).

Due to the large volume of applications we receive, only shortlisted candidates will be contacted.

Contact

International Organization for Migration / Germany
Human Resources
Lena Ruhsam
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