



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

(Multiple Vacancies)

Position Title : **Internship – Migrant & Movement Assistant Unit**
Duty Station : **Nuremberg, Germany**
Reference Code : **Intern-DE1-2022-09**
Classification : **MSA**
Type of Appointment : **6 Months**
Estimated Start Date : **01 August 2022**
Closing Date : **27 June 2022**

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 Senior Operations Assistant, the incumbent will perform the following duties and responsibilities:

Core Functions / Responsibilities:

- Under the framework of the German AVRR-Programs the intern supports the operational project team to process applications for AVRR and 3rd country migration and supports in processing necessary information and/or documents from applying entities or migrants and prepares files for checks on completeness and accuracy;
- Assist in checking the IOM Germany data base, prepare possible communication with external partners; compile and maintain case files according to the rules and regulations of the program;
- Assist with the preparation of flight bookings or ground transportation and contacts the applying entities;
- Support in generating confirmations of AVRR in the IOM database and prepares the relevant documents for further distribution;
- Performs other duties as assigned by the immediate supervisor or the CoM.

Required Qualifications and Experience

Education

- Student or graduate; preferably in Business/Public Administration/Social Sciences, or a related field from an accredited academic institution.

Experience

- Prior Movement Operations or transportation experience a strong advantage
- Demonstrated experience and knowledge on migration with a focus on AVRR is an asset;
- Strong computer skills - Word, Excel and Internet; past experience with Movement Operations-related databases and systems (including iGATOR, MiMOSA, SAR and Amadeus) is a strong advantage.

Languages

Excellent knowledge of spoken and written German and English. Knowledge of other official IOM language is an advantage.

Required Competencies

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

Core Competencies

- 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.
- 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/work permit for Germany or fulfilling the criteria for an EU blue card will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application including a cover letter not exceeding 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 13 June 2022 to 27 June 2022

Contact

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Human Resources
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