



IOM International Organization for Migration

Call for Curriculum Vitae CFCV 2021-33

Position Title : **Intern, Human Resources**
Duty Station : **Regional Office Brussels, Belgium**
Type of Appointment : **Internship**
Duration of Assignment : **6 months**
Estimated Start Date : **As soon as possible**
Closing Date : **29 November 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. IOM's Regional Office for the EEA, the European Union and NATO pursues the well-being of migrants and societies through a rights-based approach to the governance of human mobility, to, from and within the region, which is coherent, holistic and balanced.

Context

Under the direct supervision of HR Coordinators, the incumbent will act as Human Resources Intern for the Regional Resource Management Unit.

General functions:

1. Provide general administrative support to Human Resources Unit in the day-to-day management and functioning.
2. Ensure proper and systematic filing of personnel and administration files according to established standards. Ensure electronic filing in SAP PRISM.
3. Follow-up on mandatory staff trainings and ensure training certificates are on file.
4. Develop a staff database in collaboration with ITS colleagues to enable extraction of various lists.
5. Assist in the recruitment and selection process for General Service Staff and Interns.
6. Perform other related duties as may be required.

Training Components and Learning Elements

The successful candidate will:

1. Gain working experience in an international multicultural environment within the United Nations system.
2. Develop fundamental skills in human resources management and administration.
3. Become acquainted with the staff learning and development process and requirements.
4. Gain a unique understanding of IOM's human resources work.

Required Qualifications and Experience

Education:

- BA or MA Degree in Business Administration, Human Resources, Law or another related field.

Experience:

- A previous internship or related work experience in human resources would be a distinct advantage.

Desirable Skills and Competencies:

- Strong administrative and organizational skills.
- Excellent writing and drafting skills.
- Knowledge of SAP is an asset.
- Computer literacy, especially database tools.
- Ability to learn new tasks rapidly and generate relevant information quickly and easily.

Languages:

Fluency (both oral and written) in **English** is required for the internship. Working knowledge of French and/or Dutch is an advantage.

Competencies:

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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.

Note

- Subject to funding confirmation, the intern is granted a Monthly Subsistence Allowance (MSA) as partial contribution towards accommodation and living expenses. MSA is calculated based on the intern's education level and the distance of residence to the place of assignment at the time of appointment.
- The internship is subject to local recruitment. Only persons holding a valid residence and work and/or study permit for Belgium will be eligible for consideration.
- The internship is on a full-time basis.

How to apply:

Interested candidates are invited to submit their applications – **Curriculum Vitae** and **Cover Letter** to **IOMBrusselsApplications@iom.int** by 29 November 2021 midnight the latest, referring to this advertisement CFCV 2021-33.

Your **Cover Letter** must include:

- Your availability (dates) for the internship.
- Your motivation to take up this internship.
- Your educational background and experience relevant to the position.
- Your knowledge, skills and competences making you a great fit to the position.
- IT skills and programmes that you are proficient in.

For an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period:
until 29.11.2021