



IOM International Organization for Migration

Call for Curriculum Vitae 2022-27

Position Title : **Intern**
Duty Station : **Regional Office Brussels**
Type of Appointment : **Internship**
Duration of Assignment : **6 months**
Estimated Start Date : **5th September 2022**
Closing Date : **18th August 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:

The objective of the EU Readmission Capacity Building Facility (EURCAP) – launched in April 2016- is to contribute to effective and efficient cooperation in migration governance between the EU and its partner countries through capacity-building initiatives. EURCAP aims at strengthening partner countries' capacities to manage returns and cooperate on readmission with the EU as well as to prevent irregular migration.

EURCAP provides a dedicated and flexible mechanism to assist the EU's partner countries in areas such as readmission case management systems (including data analysis and management), voluntary return and reintegration assistance for stranded migrants, post-arrival reception and reintegration assistance, awareness raising campaigns on safe migration, and knowledge management.

Under the overall management of the Senior Project Manager of EURCAP and the direct supervision of the EURCAP Project Officer, the successful candidate will be providing effective and efficient technical and administrative support to the EURCAP Facility. The position will be based in Brussels and will be part of the Project Management Team (PMT).

General functions:

1. Assist in preparing and support organizing EURCAP workshops and webinars including drafting supporting documentation (i.e. the invites, agenda, concept note, logistics note, invitations, managing the registration list, responding to participants queries, and other administrative duties).
2. Assist with event management during the workshops and webinars, including technical support as required, sharing key documents, and note taking.
3. Assist in the research, compilation, and drafting of project documents such as presentations, reports, work plans, briefings, etc.
4. Support communication and visibility through updating the project website and SharePoint.
5. Support team activities in the area of Knowledge Management and Monitoring and Evaluation through compiling, gathering and analyzing project data.
6. Perform general administrative tasks to support the project implementation, including the preparation and/or processing of administrative requests/documents (e.g. purchase orders, travel requests, contracts, invoices etc.).

7. As needed, assist the facility's implementation with diverse tasks related to EURCAP including typing documents and reports of missions and meetings, filing documents and copying/editing and proofreading publications.

Training Components and Learning Elements

The successful candidate will receive induction, guidance and mentoring from the team members, and will benefit from access to IOM's I-learn platform.

Required Qualifications and Experience:

Education:

University degree in Migration Studies, International Relations, Law or Social Science, from an accredited academic institution.

Experience:

- Interest in exploring IT solutions in migration management context
- Proficiency in MS office software (Word, Excel, PowerPoint, SharePoint, Teams);
- Advanced English writing and communication skills
- Excellent research and drafting skills.
- Experience in supporting event organization is an advantage
- Familiarity with migration topics and policy work is an advantage

Languages:

- English (fluent) - required
- French - desirable

Required Competencies:

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively with clients and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

Other:

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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work and/or study permit for

Belgium will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications – CV and Cover Letter to IOMBrusselsApplications@iom.int with eurcap@iom.int in copy by midnight 19th August at the latest, referring to this advertisement (**CFCV 2022-27**). In order for an application to be considered valid, IOM only accepts applications duly completed.

The selected intern will be invited to apply for a scholarship, such as the [Flanders Trainee Programme - Departement Buitenlandse Zaken \(fdfa.be\)](#) or [Wallonie-Buxelles International \(wbi.be\)](#) or an equivalent program.

Only shortlisted candidates will be contacted.

Posting period: 05.08.2022-19.08.2022