



CFCV 2024-01

Position Title : **Intern (Global Programme Support)**
Duty Station : **Brussels, Belgium (Regional Office)**
Classification : **Internship**
Duration of Assignment : **6 months**
Estimated Start Date : **February-March 2024**

Closing Date : **24 January 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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

Working under the direct supervision of the Regional Programme Development Officer/ Head of Programme Support (GPS) Unit, the intern will assist with the operational activities of the GPS Unit.

General Functions

Tasks will include:

1. Assist in undertaking research, data collection and analysis of EU policy and funding developments in the area of migration relevant to IOM activities in non-EU countries;
2. Assist in taking notes, drafting background documents and preparing tables and presentations, including support for GPS's reports and briefs;
3. Assist with the update and maintenance of GPS knowledge management tools, including IT tools, databases, Sharepoint pages, etc;
4. Assist with the organisation of meetings and events;
5. Provide administrative assistance to the GPS Unit and the Policy and Programme Support (PPSD) Division, and any other related tasks that may be required.

Training Components and Learning Elements

- Be exposed to the activities of IOM in the Regional Office for the EEA, EU and NATO.
- Gain understanding about IOM, the UN System and their processes;
- Be able to develop professional capacities and skills in an international setting as part of a diverse and international team.

Required Qualifications and Experience

Education

Applicants to IOM internships must, at the time of application, meet one of the following requirements:

- a) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- c) Have graduated with a university degree and, if selected, must commence the internship within one year of graduation.

Field of study requested: Political or Social Sciences, Law, Business Administration, Development Studies, International Affairs or a related field from an accredited academic institution.

Experience and skills

- Experience working or volunteering in an international organization or an NGO will be considered an advantage;
- Experience in knowledge management tools and databases will be considered an advantage;
- Experience in humanitarian and policy work, including volunteer assignments, and/ or familiarity with migrant rights issues will be considered an advantage;
- Understanding and familiarity with knowledge management products;
- Computer literacy, especially IT tools, apps and Excel;
- Strong organizational skills and ability to multi-task, prioritize and work independently.

Languages

Fluency in English is required.

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 permit for Belgium will be eligible for consideration.

The intern is expected to apply and obtain a scholarship to cover his/her costs of living during the internship. The start of the internship position is based upon availability of funding.

How to apply

Interested candidates are invited to submit their applications to IOMBrusselsApplications@iom.int **by 24 January 2024 23:59 (Brussels time)** at the latest, referring to 'CFCV 2024-01 Intern GPS' in the subject line and including the following documents:

- a) CV
- b) Cover Letter

In order for an application to be considered valid, IOM only accepts applications duly completed. IOM reserves the right to contact shortlisted candidates only.

Posting period

From 10.01.2024 until 24.01.2024