INTERNERSHIP

TERMS OF REFERENCE

Position Title: Intern
Duty Station: Regional Office, Brussels
Department: Policy and Programme Support Unit
Duration of Assignment: 6 months

BACKGROUND INFORMATION

The Intern will work for the IOM liaison office to the EU. The intern will not only become acquainted with the policies of IOM as an international organization, its multicultural environment and its functioning, but also learn more about the current EU policy discourse on migration. The intern will assist on subject areas such as migration and development, counter-trafficking, technical cooperation on migration, labour migration and integration. The Intern will provide secretarial and administrative support to the Head of Unit in the day-to-day management and overall functioning of the Unit.

SUPERVISION

The Intern will work under the guidance and supervision of the Head of the Policy and Programme Support Unit and in cooperation with other colleagues in the Field Missions and IOM Headquarters.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head of the Policy and Programme Support Unit, the Intern will focus on administrative support the Head of Unit.

The Intern will have the following duties and responsibilities:

- Co-ordinate the Head of Unit’s official appointments and travels. Record appointments, long-distance calls, keep and update the HoU’s agenda.
- Arrange the Head of Units's meetings within and outside the city, make all necessary travel arrangements (TA, SC, advances, hotel, flights, contacts); liaise with IOM Mission in the field in case of TDY; prepare all relevant background
information, research and filing necessary for the TDY. Including preparation of expense claims;

- Draft meetings reports and minutes; routine correspondence, type letters, reports, memoranda, faxes as well as IOM documents and forms related to IOM operational and administrative matters;
- Assist prepare the visit of delegations in coordination with IOM in the field (seminars, conferences: venue, agenda, meetings, draft reports, hotels, transports, meals, DSA, etc); included attend to the visa status of foreign officers and visitors with regard to changes renewals;
- Assist in drafting policy guidelines, feed-back, follow-up, statistics and reports on IOM activities, for internal and external distribution;
- Assist in drafting public information documents, website articles, press releases and information dissemination on IOM activities towards public and private EU partner-institutions;
- Assist in following-up the work of all relevant committees and working groups relating to IOM activities, at the European institutions, including the EC, the EP and the Council;
- Assist in undertaking research, data collection and analysis on current migratory situation and future prospects and trends, relevant to IOM activities, in the EU and in third countries;
- Provide occasional assistance to the different PPSU colleagues units in case of high workload;
- Any other duty within the incumbent’s capabilities as assigned by the Head of Unit.

QUALIFICATIONS AND EXPERIENCE

- University degree in European Studies, International Relations, Political Science, Law, Business Administration;
- First work experience or internship with the EU environment related to migration or administrative support would be a distinct advantage
- Knowledge of European institutions and policy in the field migration
- Knowledge about EU budget rules and procedures
- Computer literacy, especially database tools;
- Strong organizational skills;
- Ability to timely understand the Organization’s structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Practical experience of how to multi-task, prioritize and work independently;
- Excellent knowledge of spoken and written English; working knowledge of French and/or Spanish is highly desirable;

COMPETENCIES
The successful candidate will demonstrate the following core behavioural IOM competencies:

- Accountability;
- Client Orientation;
- Continuous Learning;
- Communication;
- Creativity and Initiative;
- Planning and Organizing;
- Professionalism;
- Teamwork;
- Technological Awareness;