TERMS OF REFERENCE FOR AN INTERNSHIP AT IOM REGIONAL OFFICE IN BRUSSELS FOR THE ACP-EU MIGRATION ACTION

Duty Station: Regional Office in Brussels, Belgium
Position title: Intern
Organizational Unit: Regional Implementation Unit (RIU)
Type of Appointment: Internship – minimum 5/ maximum 6 months
Estimated Starting Date: September 2014

General functions

Under the overall supervision of the Head of the IOM Regional Implementation Unit (RIU) and the direct supervision of the Project Officers in Brussels, the successful candidate will be supporting the implementation of activities under the “Action Supporting ACP-EU Cooperation on Migration and Development”. In particular, s/he will:

1. Contribute to the development of communication material, including Word and PDF documents and web-based products, to improve the visibility of the activities among a wide range of stakeholders, under the supervision of the project officer on Africa;

2. Support the development of analytical documents related to the setup of the processing of government requests received under the demand-driven technical support instrument of the Action;

3. Assist the establishment of a database of experts on migration issues;

4. Provide administrative support to activities undertaken in the framework of the Action, including liaising with service providers and filing documents;

5. Ensure drafting of documents such as minutes of meetings, communications with partners and other stakeholders;

6. Perform any other duties as may be assigned by the Head of the Regional Implementation Unit.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- University degree in International Law, Political or Social Sciences, Business Administration, International Relations, Development or related field is required;
- Full advanced computer literacy in particular of Outlook, Excel, Word, and other MS packages;
- Direct experience of one or more of the six ACP regions an asset.
- Practical experience of how to multi-task, prioritize and work independently;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Previous professional experience or internship in thematic area of migration and/or related development issues is desirable;

**Languages:**
Fluency in English and French required.
Portuguese or Spanish an asset.

**Note:**
Priority will be given to interns with a sponsorship or who should undergo a practice placement in the framework of their studies

**Method of Application:**
Applications (CV and motivation/cover letter) should be addressed to IOMBrusselsApplications@iom.int quoting the above vacancy notice number

**Closing date:** XXX