



IOM International Organization for Migration

Notice IE2020 - 01

Position Title	:	Intern
Time Basis	:	Fulltime
Duty Station	:	Dublin, Ireland
Classification	:	Internship (Paid)
Type of Appointment	:	Three months
Estimated Start Date	:	As soon as possible

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 is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The International Organization for Migration (IOM) has been working in Ireland since 2001, helping to ensure the orderly and humane management of migration; to promote international cooperation on migration issues; to assist in the search for practical solutions to migration problems; and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

IOM Ireland's work is focussed on a number of important areas:

Voluntary Return – a free service for people thinking about returning to their country of origin. This service is available to asylum seekers, irregular migrants, victims of trafficking and unaccompanied minors.

Family Reunification – IOM Ireland works in partnership with the Government of Ireland and other agencies to assist refugees who wish to bring their family members to Ireland. Over the years, we've helped many people to organise travel arrangements for their family.

Migration Protection – IOM Ireland coordinates training on protection for government officials and NGOs and service providers. In addition to this, IOM publishes research materials and produce training materials on the subject.

Resettlement – IOM has been working with our partners for more than six decades to provide essential services that support refugee resettlement operations. In the last decade alone, IOM has organized resettlement movements for almost 900,000 refugees from 186 locations around the world. IOM Ireland works in partnership with the United Nations High

Commissioner for Refugees (UNHCR), non-governmental organizations (NGOs), the Government of Ireland and other partners.

Policy Support, Research are additional areas that IOM Ireland supports on.

Under the overall guidance of the Chief of Mission and the direct supervision of the Family Reunification Project Manager, and in coordination with IOM Ireland's Operations unit, the Family Reunification Intern will assist in offering general support and information with potential and actual applicants for family reunification travel assistance available under the main current family reunification programmes implemented by IOM.

Core Functions / Responsibilities:

- Assist with the implementation of project activities with the Project Manager
- Prepare applications for submission to FRU Focal points within IOM or project partners (e.g., Red Cross etc.)
- Assist with preparation of supporting documents for completing applications
- Answer and respond to any related requests for information and follow up by applicants or service providers.
- Maintain strong knowledge of all regional service providers relevant to the project, their remits and roles and maintain working relationships for onward referrals.
- Answer and respond to any related requests for information or case follow up
- Regularly update and maintain project spreadsheets
- Perform desk based and outreach activities related to the project
- Perform any other related tasks as required such as arrival assistance and support towards the immediate integration of FRU cases

Desirable Qualifications and Experience

Education

Be enrolled in the 3rd or 4th academic year of a first university degree programme or have graduated;

Experience

- Experience in the fields of communications, media, public relations, social sciences, human rights
- Experience of working with, and providing assistance to, vulnerable groups or migrant populations.
- Good knowledge of MS Office Applications (and in particular Excel, Word and Power Point).

Languages

- Fluency in English is required.

- Any other IOM official language as well as Arabic, Pashto, Farsi and/or French is an advantage

Required Competencies

Technical

- Ease of communication and interaction with professional and institutional interlocutors. Facility in establishing and managing mutually beneficial relations and engagement with key interlocutors.
- Ability to identify and keep abreast of key information and promotional content of interest and benefit to institutional interlocutors that fosters and maintains engagement with IOM programmes and objectives.
- Ability to impartially interact with, and to communicate clearly with, potential beneficiaries of IOM programmes in such a way that will enable them to make informed decisions as to the best course of action to be taken, particularly with beneficiaries from different cultures and with limited language skills.
- Ability to draft concise reports on outreach activities carried out. Capacity to identify barriers to effective communication and propose solutions for overcoming them.
- Skills in using IOM generic and return-specific communication materials, documents and tools as currently available or to propose improved formats and content.
- Functional literacy in using presentation and communication software on both desktop and mobile platforms.

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client 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
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- 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;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

Any offer made in relation to this notice is subject to funding confirmation.

Award of contract will be subject to certification that the candidate is medically fit and verification of residency, visa and authorizations by the Irish authorities, when applicable.

The position may require travel within Ireland.

How to apply:

Interested candidates are invited to submit their applications in English (CV and motivation letter) by **21st November 2021** to iomdublin@iom.int, quoting Notice Number **IE2021-07**.

Only shortlisted candidates will be contacted.

Posting period:

From