



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications

Position Title: **Intern (Administrative and Communication)**
Duty Station: **Tehran, Iran**
Type of Appointment: **Internship Contract, 3 months with the possibility of extension to 9 months**
Closing Date of Vacancy: **12 July 2021**
Expected Start Date: **26 July 2021**

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 overall supervision of the Officer in Charge (OIC) and direct supervision of Resource Management Officer and Programme developer officer, and in close coordination and collaboration with other units in IOM Iran, the intern is expected to support the Resource Management unit and the mission in smooth implementation of the ongoing projects and activities.

Objective:

- To provide the selected candidate with the hands-on experience on migration related matters.
- To expose the intern to multicultural working environment and to get them acquainted with IOM activities and vision.

Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

- Assist in drafting letters/correspondence
- Assist in preparing agendas for meetings, arranging for meetings, and note-taking
- Draft reports, translation of (migration) documents, and assist in making infographics
- Assist in e-Filing and categorize relevant data as per related policies
- Perform any other duties deemed needed by the supervisor.

N.B. At the end of the internship, the selected candidate will be expected to write an internship report based on her/his lesson-learned, how the internship changed her/his insight towards migration and how the status quo could be further improved in future.

Eligibility and Selection

The Internship Programme aims at attracting talented students and graduates who have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities. Interns must be between 19 and 36 years old and should have less than two years of relevant working experience. The Internship Programme is open to candidates of any nationality.

Qualifications:

- Either students approaching the end of their university studies, or recently graduated; preferably with a university degree from an accredited academic institutions on English translation/interpretation/literature, international development, management, statistics, business administration or related fields;
- Experience and/or knowledge of development cooperation with an international or non-governmental organization, preferably in the field of migration including operational and field experience;
- Familiarity with migration related issues and policies; the different aspects of migrant vulnerability; and protection and assistance to migrants;
- Ability to work successfully in an international, multicultural, multilingual team environment;
- Familiarity with computer programmes, including MS Office programmes especially Excel, Word and internet applications.
- Advanced English writing and communication skills.

General Information

- a) Interns are granted a stipend as per IOM policy based on their education qualification as a partial contribution to accommodations and living expenses. Interns benefiting from an internship allowance or scholarship granted by his/her university or other sponsoring body that includes financial remuneration or credits for coursework will not be eligible for the stipend.
- b) Before commencing work, successful candidates will be required to obtain a fit-to-work medical certificate from his/her doctor and submit vaccination records.
- c) IOM only covers the Intern against occupational accidents and illnesses under the Compensation Plan (CP), free of charge, for the duration of the assignment. IOM does not provide evacuation or medical insurance for reasons related to non-occupational accidents and illnesses. The Intern is responsible for his/her own medical insurance for non-occupational accident or illness and will be required to provide written proof of such coverage before commencing work.
- d) Any work produced by interns during their internship within the framework of the duties assigned to them should be used for academic purposes exclusively. All economic and moral rights (copyright) pertaining to such work will remain the exclusive property of IOM.
- e) Interns are bound by staff confidentiality rules pertaining to their duties in IOM.

How to Apply:

Interested candidates are invited to submit their applications via e-mail to IOMTEHRAN@IOM.INT Please include the reference code **VN IOM1207/2021** followed by your full name in the subject line.

Applications should include:

- a cover letter including but not limited to why the candidate considers her/himself fit for this internship indicating the dates of availability;
- a curriculum vitae;
- a duly completed IOM Personal History Form as attached herewith.

Applicants will be contacted only if under serious consideration for the internship assignment.