### Open to External Candidates

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>CFCV/ID10/2021/022</th>
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</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>International Internship (Migrant Assistance)</td>
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<tr>
<td>Duty Station</td>
<td>Home-based</td>
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<td>Organization Unit</td>
<td>Migrant Assistance</td>
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<tr>
<td>Type of Appointment</td>
<td>International Internship Contract</td>
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<tr>
<td>Reporting to</td>
<td>RCA Programme Manager</td>
</tr>
<tr>
<td>Estimated Start Date</td>
<td>As soon as possible</td>
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<tr>
<td>Closing Date</td>
<td>20 April 2021</td>
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**Context:**

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.

IOM is committed to a diverse and inclusive environment and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Only external candidates will be considered for this vacancy. This is a request for Curricula / expression of interest for the position of **International Internship (Migrant Assistance)**. The success candidate will be offered Internship Contract. **Applications from all gender candidates are encouraged.**

Migrant assistant unit will contribute to the increased protection of vulnerable subgroups of displaced persons, such as unaccompanied migrant children (UMCs), victims of sexual and gender based violence, pregnant women, and the elderly, among others, through the establishment of referral mechanisms involving the active participation of specialized state and non-state service providers. Under the overall guidance of the Chief of Mission and the direct supervision of the RCA Programme Manager, the incumbent will provide assistance to the Migrant Assistance division in preparation of policy documents, operational guidelines and reports.
Responsibilities and Accountabilities:

2. Assist the team in the finalisation of the Regional Cooperation Agreement Operational Guidelines, including proofreading and formatting as required.
3. Assist the team to draft short migrant assistance policy and operational documents in coordination with Heads of Sub-Office and Heads of Offices.
4. Assist to draft project proposals, reports and other project related documents.
5. Draft and distribute the minutes of the RCA staff meetings and the action points noted in the meetings.
6. Support the Programme Manager in the review of reporting templates to ensure effective and efficient reporting, in coordination with staff of relevant units.
7. Provide administrative support for Migrant Assistance Unit.
8. Carry out other duties as may be deemed necessary by the supervisor.

Required Qualifications and Experience

Education

- In the final academic year of a first university degree programme (minimum Bachelor's level or equivalent) or recent graduate of bachelor's degree in international relations, international development studies, migration studies, communication, or a related field.

Experience

- Previous experience in the field of social and/or political science, migration studies, communication, and/or international relations;
- Background and knowledge in the field of migration will be highly regarded.

Languages

Fluency in English both written and spoken, native speaker is preferred.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Value

- **Inclusion and respect for diversity**: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency**: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism**: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core competency - behavioural indicators *level 1*

- **Teamwork**: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
• **Delivering results**: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

• **Managing and sharing knowledge**: continuously seeks to learn, share knowledge and innovate.

• **Accountability**: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.

• **Communication**: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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**How to apply:**

Interested candidates are invited to submit their applications in **ENGLISH**, with:

a) Cover letter, clearly specify suitability and availability date,

b) Complete the Personal History Form which can be downloaded at the following link: [http://indonesia.iom.int/sites/default/files/Personal%20History%20Form.xls](http://indonesia.iom.int/sites/default/files/Personal%20History%20Form.xls)

c) Detailed *curriculum vitae* and minimum three referees (preferably direct academic supervisors).

Please submit your application through by email to rindonesia@iom.int, indicating the reference code above (**CFCV/ID10/2021/022**) as subject. The deadline for applications is **20 April 2021**. Candidates applying for this vacancy are required to declare whether they have relatives already working for IOM.

*Only applicant who meets the above qualification will be considered*

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**Posting period:**

From **07.04.2021** to **20.04.2021**