



Opportunités de stages a OIM Cameroun

Etes-vous prêts pour une première expérience professionnelle a OIM Cameroun ? Veuillez manifester votre intérêt aux différentes activités au sein de l'OIM

Qui peut postuler ?

- Être inscrit dans la dernière année académique d'un premier programme universitaire (niveau minimum de licence ou équivalent) ; ou
- Être inscrit à un programme d'études supérieures; ou
- Être titulaire d'un diplôme universitaire datant de un an maximum lors de l'application au stage
- Âgé(e) de 20 – 36 ans

CVAC Unit - Yaounde, Cameroon

DEADLINES FOR APPLICATIONS 10.05.2024

LEARNING OBJECTIVES

Working under the overall supervision of the Chief of Mission and direct supervision of the CVAC Team Leader, the intern will provide administrative support for the CVAC operated by IOM. Tasks will include:

- Assist in providing information to the applicants: distribution of forms and checklists; provision of accurate and timely replies to applicants' enquiries through phone, email, chat and in person; assistance and guidance with value added services.
- Assist in collecting visa applications and sorting the documents: verification of completeness and correctness of visa application forms; completeness check of the supporting documents; sorting of the documents with relevant checklist; assistance to applicants if the documents are incomplete.
- Input visa application data: maintain an expert user level with the provided application management software, ensure quality check of collected data and generated invoices; accuracy of the tracking of passports and documents; scanning and quality check of supporting documents.
- Collect visa and service fees; review correctness of payment and charge against the application management software; issuance of invoices; daily reconciliation of collected fees and invoices; secure storage of cash;
- Delivery and collection of applications and passports: secure transfer of the visa applications and passports to/from the IRCC specified visa offices; sorting and counting of applications and passports; secure return of passports to applicants and delivery to courier.
- Undertake all other tasks as may be assigned.

HOW TO APPLY

Interested candidates should send their application including CV and covering letter to IOMCameroonApplication@iom.int with the subject line "INTERNSHIP CVAC". Multiple applications to other positions will not be considered. Bilingualism is an advantage.

Monitoring & Evaluation Unit - Yaounde, Cameroon

DEADLINES FOR APPLICATIONS 10.05.2024

LEARNING OBJECTIVES

Working under the overall supervision of the Chief of Mission and direct supervision of the M&E team, the intern will provide support to the M&E unit. Tasks will include:

- Providing overall support to the Monitoring & Evaluation team in the ongoing collection of data by telephone and in the field in all projects of the mission where the need arises.
- Carrying out quality control tasks on data collected from beneficiaries.
- Supporting the M&E team in drafting quality reports (annual, half-yearly and final) that consider data broken down by gender, age and vulnerability of beneficiaries to help achieve the mission's objectives in terms of producing quality documents.
- Supporting the development and maintenance of beneficiary feedback mechanisms and reporting formats and ensure that regular beneficiary inputs/reviews are included to guide the assistance processes in coordination with programme managers.
- Supporting the mission in seeking out new opportunities for studies on interesting topics that can lead to the mobilization of resources.
- Supporting the team in preparing internal evaluation missions (mid-term and final) of the projects implemented.
- Supporting the Country Office in its activities to maintain strategic and technical partnerships with relevant government entities, civil society organizations, UN agencies and other actors to promote IOM reintegration activities, for monitoring and evaluation purposes.

HOW TO APPLY

Interested candidates should send their application including CV and covering letter to IOMCameroonApplication@iom.int with the subject line "INTERNSHIP M&E". Multiple applications to other positions will not be considered. Bilingualism is an advantage.

Procurement & Logistic Unit - Yaounde, Cameroon

DEADLINES FOR APPLICATIONS 10.05.2024

LEARNING OBJECTIVES

Working under the overall supervision of the Chief of Mission and direct supervision of the Procurement and Logistic team leader, the intern will provide support to the PLOG unit. Tasks will include:

- Assisting Procurement and Logistics unit to manage the fuels of vehicles and generators to the mission.
- In collaboration with operations and other units, participating in the organization of logistics needs related to the various operations of the IOM Cameroon Mission.
- Assisting the Procurement Logistics Unit in providing support to the Organization's goods and services procurement transactions.
- Other tasks to be assigned during the internship

HOW TO APPLY

Interested candidates should send their application including CV and covering letter to IOMCameroonApplication@iom.int with the subject line "INTERNSHIP PLOG". Multiple applications to other positions will not be considered. Bilingualism is an advantage.

Human Resource Unit - Yaounde, Cameroon

DEADLINES FOR APPLICATIONS 10.05.2024

LEARNING OBJECTIVES

Working under the overall supervision of the Chief of Mission and direct supervision of the Human Resource Unit, the intern will provide support to the HR unit. Tasks will include:

- Following-up on staff mandatory training for each staff members;
- Updating the monitoring board on staff training accomplishments;
- Assisting on the organization of internal trainings to be conducted;
- Monitoring trainings' wishing list;
- Scanning employees' files and completing staff electronic files into the dedicated location;
- Following-up with staffs on the completion of the missing documents;
- Collecting each months all attendance list from all offices to follow-up on the absence and taking appropriate action into the system should it be;
- Following-up on staff leaves and acting into the system;
- Sending reminders to the staff on their planned leaves one to two months ahead of them;
- Monitoring staff's movements (TDY/STA, SLWOP).

HOW TO APPLY

Interested candidates should send their application including CV and covering letter to IOMCameroonApplication@iom.int with the subject line "INTERNSHIP HR". Multiple applications to other positions will not be considered. Bilingualism is an advantage.