Call for Applications

Ref: CFA2021/002ROV

Functional Position Title: **INTERN (Full Time - Remunerated)**
Duty Station: Vienna, Austria (Regional Office)
Type of Appointment: Internship (min. 4 months renewable up to 6 months)
Estimated Start Date: As soon as possible
Closing Date: 23 August 2021

**Established in 1951, IOM/The UN Migration Agency 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 and works closely with governmental, intergovernmental and non-governmental partners. IOM is committed to a diverse and inclusive environment.**

**Context:**

The IOM Regional Office (RO), established in Vienna in 2011, supports the quality improvement and diversification of programmatic activities of IOM at the country level, promotes regional initiatives and facilitates better support to interstate dialogue and cooperation. RO Vienna is responsible for project review and endorsement, policy development, and formulating regional migration strategies. These processes are done in partnership with governments, development partners and civil society organizations within the region. The Regional Office employs technical experts in project development and thematic fields of migration management, including Migration Health. It also deals with various cross-cutting issues and provides support in resource management, media and communications, monitoring and evaluation, and Information Technology.

**LEARNING OBJECTIVES:**

Working under the overall direction of the Regional Migration Health Advisor and direct supervision of the Regional Migration Health Coordinator for South-Eastern Europe, Eastern Europe and Central Asia (SEEECA), the intern will assist in knowledge management and capacity building activities.

- Assist in preparing and organizing online capacity building initiatives of the MHD unit, including revising presentations and preparing the supporting documentation;
- Support knowledge management and promotion of IOM activities to migration health focal points in the SEEECA region through Office 365 tools;
- Assist in in proof reading of project concept notes, proposal and reports;
- Assist in data collection, collation, presentation/reporting and storage of documents, and in the production and dissemination of information on migration health in the form of brochures, presentations, talking points, reports, etc.
• Attend internal meetings related to operational areas of IOM's activities and prepare notes;
• Perform any other duties that may be assigned.

**Required Qualifications and Experience**

**Education:**
Bachelor degree in Public Health, International Development Studies, Social or Political Sciences or a related field from an accredited academic institution or University, and currently enrolled in or graduated from a graduate school programme (second university degree or equivalent, or higher) within the last year.

Experience in the usage of MS office software (Word, Excel, PowerPoint, Office 365) and knowledge of spreadsheet and data analysis is a requirement.

Experience in virtual graphic design and the use of statistical and epidemiological software (SPSS, Epi-Info) are distinct advantages.

**Languages:**
Excellent command of **English** is a requirement. Working knowledge in **German, Russian** /or **Bosnian/Croatian/Serbian** are an advantage.

**Required Competencies**

**Values**
- **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 Competencies –** behavioural indicators
- **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.

**Other**
Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa, and authorizations by the concerned Government, where applicable.

A prerequisite for taking up the position is legal residency and/or working permit in Austria.

Working arrangement may vary from on-site to home-based depending on the administrative guidance of the Regional Office.

Contract extension is subject to funding availability.

**How to apply:**

Interested candidates are invited to submit their letter of interest and CV via roviennahr@iom.int by 23rd of August 2021 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

**Posting period:** From 05/08/2021 to 23/08/2021