

Call for Curriculum Vitae 2020-26

Position Title : **Intern**

Duty Station : **Country Office Brussels, Belgium**

Type of Appointment : **Internship**

Duration of Assignment : **6 months**

Estimated Start Date : **1 January 2021**

Closing Date : **15 December 2020**

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.

Context:

The IOM Country Office for Belgium and Luxembourg is looking for an Intern to provide technical and administrative support in the implementation of current projects and activities in the Luxembourgish Unit. Under the supervision and overall guidance of the Project Coordinator, the incumbent will provide:

- administrative support to the assisted voluntary return and reintegration (AVRR) programme. IOM has signed a convention with the Government of Luxembourg to plan and organise the assisted voluntary return and reintegration of asylum seekers and persons in irregular situation
- administrative support to the resettlement supported services provided by IOM to the Government of Luxembourg. IOM facilitates selection missions and provides pre-departure and travel assistance to those refugees identified by the Government of Luxembourg to be resettled to the Grand Duchy of Luxembourg
- administrative support in conducting family assessments of unaccompanied minor children (UMC) arriving to Luxembourg after referral in order to identify the best interest of the child
- assistance in the implementation of the activities of the Equality project, in partnership with Femmes en Détresse and with the support of the city of Luxembourg, to combat sexual gender based violence (SGBV) in migrant female communities by reinforcing the capacities of existing services and frontline workers
- background research, translation and drafting support for dissemination on IOM activities towards public and private stakeholders. This will also include support on the Country Office Strategy of 2019-2023.

The Intern will have the following duties and responsibilities:

- a) Assist the Project Coordinator in technical and administrative support of projects within the Luxembourgish Unit, mainly AVRR; Resettlement; Family Assessment of UMC's; Equality;
- b) Draft meeting reports and minutes; routine correspondence, type letters, reports and memoranda as well as IOM documents and forms related to IOM operational and administrative matters;
- c) Assist in the development of the Country Office Strategy for 2019-2023;
- d) Support the Project Coordinator with regards to development of new projects and liaison with the Luxembourgish government and other stakeholders;

-) Assist in drafting public information documents, website articles, press releases and information dissemination on IOM activities towards public and private EU partner-institutions;
f) Any other duty within the incumbent's capabilities as assigned by the Project Coordinator.

Required Qualifications and Experience:

Education:

University degree in Economic sciences, Migration Studies, International Relations or Law from an accredited academic institution

Experience:

- First working experience or internship within the national public sector/ NGOs related to migration or project management administrative support would be highly desirable;
- Knowledge of the EU and Luxembourgish context and policies in the field of migration and development is an advantage;
- Excellent writing and drafting skills is a requirement;
- Strong organizational skills is a requirement;
- Computer literacy, especially database tools;
- Ability to timely understand the Organization's structure and portfolios

Languages:

Proficiency in English and French is required. Fluency in German and/ or Arabic is an advantage.

Note:

- Note that the intern is expected to apply and obtain a scholarship to cover his/her costs of living during the internship;
- The internship is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications – Personal History Form and Cover Letter to IOMBrusselsApplications@iom.int by December 15th midnight the latest, referring to this advertisement.

[Download the Personal History Form](#)

IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period:

until 15th December 2020