

Position Title : **Intern – Human Resources**

Duty Station : **Panama City, Panama**

Classification : **Intern, Grade Other**

Type of Appointment : **Internship, six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **31 May 2024**

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:

Background Information

The internship is in the Resources Management Unit, which coordinates the areas of Human Resources, Administration, Procurement, Security and Finance, under the overall supervision of the Sr. Regional Resources Management Officer.

Supervision

Under the overall supervision of the Senior Resources Management Officer and direct supervision of the Regional Human Resources Business Partner, the Intern – Human Resources will assist and provide support in the administrative processes to the Regional Resource Management Unit (RRMU AMCA).

Core Functions / Responsibilities:

1. Provide support to the Regional Resources Management Unit (RRMU) in human resources and other administrative activities.
2. Help development of the onboarding platform and gather the necessary inputs and materials.
3. Help maintain the files up-to-date and support the improvement of procedures and filing.
4. Support the organization of meetings, training activities and other Human Resources events by carrying out logistical activities.
5. Assist in data collection and report generation.
6. Perform such other duties as may be assigned.

Training Components and Learning Elements

- Be exposed to the activities of IOM in the duty station.
- Gain understanding about the IOM and the UN System and its processes.
- Learn technical skills.
- Be able to prove their dedication, skills, and capacity to work in an international setting as part

of a diverse and international team.

Required Qualifications and Experience:

Education

- Master's degree in Human Resources, Labor Relations, Psychology, Business Administration, or a related field from an accredited academic institution; or,
- University degree in the above fields.

Experience

- Experience in maintaining and updating databases is an asset.
- Experience in preparing reports and meeting minutes is an asset.

Skills

- Discreet, details and clients-oriented, patient and willingness to learn new things;
- Computer literacy, especially database tools and strong Excel knowledge;
- Strong organizational skills;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Ability to multi-task, prioritize and work independently.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Note

Eligibility and Selection

This internship opportunity is part of IOM's Diversity and Inclusion Internship Program 2024. **A main condition is that applicants be citizens of countries currently Non- or Under-Represented Member States at IOM.**
<https://www.iom.int/non-represented-member-states-iom>

If you encounter technical difficulties while completing your application and cannot submit it, please reach out to us at
DEI-DHR@iom.int

The selected candidate for this internship position will work on site (in the country of the duty station where this position is based). Interns will receive a monthly stipend, and the travel and visa costs will also be covered.

IOM strongly encourages applications from persons with disabilities, LGBTI+ individuals, persons belonging to indigenous or tribal peoples, or ethnic minorities. We strongly suggest you mention in your application your belonging to any of the aforementioned groups. All information will be treated confidentially.

If you would like to explore all vacancies that are part of the 'Diversity and Inclusion Internship Program 2024', please go to: <https://www.iom.int/diversityinternships>

In general, the Internship Programme aims at attracting talented students and graduates who:

- a) have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities;
- b) are holding a scholarship for internship placements in international organizations and/or for whom internship is required to complete their studies; or
- c) are sponsored by governmental/non governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.
- d) are either enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent) or have graduated in the last 12 months.
- e) are at least 20 years old.

- Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.
- Depending on experience and location, IOM provides a small monthly stipend to help offset costs.
- This internship program will be supporting the IOM Mission in Panama City, Panama.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

The successful candidate is expected to demonstrate the following values and competencies:

Values

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 31 May 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 10.05.2024 to 31.05.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: INT 2024 17 - Intern – Human Resources - Panama City, Panama (58838035) Released
Posting: Posting NC58838036 (58838036) Released