

Position Title : **Intern - Legal**
Duty Station : **Geneva, Switzerland**

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 Office of Legal Affairs provides legal advice to the Director General, the Deputy Directors General, the Regional Offices, Country Offices, and other Departments and Offices of the Organization. The Office provides support to ensure that the activities and operations of the Organization are carried out in accordance with the Legal Framework governing IOM, including the IOM Constitution, decisions of the governing bodies of IOM, the Unified Staff Regulations and Rules, the Financial Regulations and Rules, IOM instructions and international law.

The Office of Legal Affairs is comprised of three divisions, the Contracts Law Division, the General and Administrative Law Division, and the Institutional Law and Programme Support Division.

The General and Administrative Law Division (LEG-GL) is responsible for:

- Advising on misconduct cases and the management of disciplinary processes, including the imposition of disciplinary and non-disciplinary measures;
- Reviewing the legality of contested decisions in formal Requests for Review by staff Members and representing the Organization in internal justice processes, including the Joint Appeals Review Board and the International Labour Organization Administrative Tribunal;
- Reviewing policies related to management and Human Resources, including revisions to the Unified Staff Regulations and Rules, instructions and other issuances.
- Assisting with the roll-out of the Unified Staff Rules to local staff members in IOM Regional and Country Offices worldwide;
- Advising on privileges and immunities matters related to employment disputes, including on litigation filed in national courts;
- Preparing legal advice on the interpretation and application of personnel policies, contractual terms and complex administrative law matters; and
- Reviewing contracts, agreements and templates for staff and non-staff personnel, (including for internships, consultancies, escorts, loans, secondments, standby personnel, Junior Professional Officers, and settlements with staff members).

Supervision

Under the overall supervision of the Head of the General and Administrative Law Division, Department of Legal Affairs, and the direct supervision of Legal Officers, the intern will support the Division on a variety of in-house legal issues.

Core Functions / Responsibilities:

1. Prepare draft responses to basic inquiries related to the interpretation and application of IOM Unified Staff Regulations and Rules and official Instructions, as well as personnel-related questions generally.
2. Support in providing legal advice on staff grievances of limited scope and, where appropriate, advising on means to informally resolve such cases
3. Conduct research on the jurisprudence of the International Labour Organization Administrative Tribunal (ILOAT) on assigned topics and provide detailed analysis of cases and jurisprudence.
4. Assist in the preparation of drafts or sections of the Administration's response to Requests for Review and submissions for staff appeals to the Joint Administrative Review Board (JARB) and the ILOAT.
5. Review contracts and agreements with a LEGGL component, necessary for the development and implementation of IOM projects.
6. Assist in advising individual IOM offices on privileges and immunities, particularly concerning complaints brought by IOM staff members under local labour law systems and attempts by local authorities to detain or subpoena staff members.
7. Assist in providing general legal advice as necessary on issues of limited scope relating to the functions, structure, activities, and legal status of IOM.
8. Follow meetings and international conferences relevant to LEGGL Division, Office of Legal Affairs.
9. Undertake any other tasks as requested by the Division Head, LEGGL.

Training Components and Learning Elements

- The Intern will gain experience in working in an international multicultural environment, within the United Nations system.
- The Intern will gain experience in organization, management, and international cooperation activities.
- The Intern will gain a better understanding of IOM's work, as an inter-governmental organization in the field of Migration.
- The Intern will acquire technical knowledge in policy and strategy.
- The Intern can also access online training courses at the disposal of all IOM staff.
- The Intern will have the possibility to interact with IOM staff within Headquarters and IOM Missions.

Required Qualifications and Experience:

Education

- Master's degree in International law or a related field from an accredited academic institution is an advantage; or,
- Completed or ongoing university degree in the above field.

Experience

- Experience with or knowledge of UN or alike organizations, in particular in their legal department, is an advantage; and,
- Practical experience on how to multi-task, prioritize and work independently.

Skills

- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Ability to produce quality work accurately and concisely according to set deadlines in accordance with instructions and guidelines;
- Good analytical, drafting and research skills;
- Excellent communication skills;
- Good level of computer literacy; and,
- Strong organizational skills.

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.
- Please consider the cost of living in Geneva or the time difference prior to applying.

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 06 - Intern - Legal - Geneva, Switzerland (58837734) Released

Posting: Posting NC58837735 (58837735) Released