

Position Title : **Intern – Office of Staff Security**

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 Staff Security (OSS) is responsible for providing leadership on security policy management and Country Office operational support to enable the effective implementation and delivery of IOM programmes and activities, while managing risks at acceptable levels. As part of the wider IOM Diversity and Inclusion programme, OSS diversity and inclusion programme aims to diversify IOM's security workforce by providing opportunities to talented young professionals who have nontraditional security backgrounds to work in various areas of the security risk management. At the end of the programme, individuals will have familiarity of the IOM and UN Security Management System and will have acquired new knowledge, skills, and behaviour on the specific security area they have worked in.

Supervision

Under the overall supervision of the Director of OSS and direct supervision of HQ Security Advisor, the Intern – Office of Staff Security will be responsible for providing administrative and logistical support for the OSS Safe and Secure Approaches in Field Environments (SSAFE) and Individual First Aid Kit (IFAK) First Responder Course (FRC) training programs at Headquarters.

The intern will also assist with premises security-related tasks such as preparing and conducting evacuation and fire safety drills, delivering security briefings, and assisting with OSS HQ equipment inventory and storage.

Core Functions / Responsibilities:

1. Assist in organizing security-related training and events and provide on-site administrative support to ensure all arrangements at the venue are set up.
2. Help maintain the list of participants to SSAFE and IFAK FRC for invoicing.
3. Help coordinate payments for vehicle rentals for SSAFE training.
4. Support the HQ Security Advisor in the preparation and execution of fire safety and evacuation drills in IOM Headquarters.

5. Support the HQ Security Advisor in providing security briefings for visiting staff in OSS Headquarters.
6. Assist in equipment and asset inventory management in OSS Headquarters.
7. 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 described in this Post Description.
- 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 (or one year left of study) in Business Administration, International Affairs, Social Sciences or a related field from an accredited academic institution; or
- University degree in the above fields with two years of relevant work experience.

Experience

- Experience in providing administrative support is an asset;
- Experience in organizing training and learning activities is an asset; and,
- Experience in equipment inventory is an asset.

Skills

- Understanding and knowledge of administrative processes;
- Knowledge of adult learning, and training;
- Computer literacy, especially database tools and strong Excel knowledge;
- Strong organizational skills;
- Ability to timely understand the Organization's structure and portfolios;
- 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; and,
- 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 programme will be supporting the IOM Mission in Geneva, Switzerland.

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 05 - Intern – Office of Staff Security - Geneva, Switzerland (58837729) Released
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