

Position Title : **Intern – Integrated Talent Management Unit**

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 Integrated Talent Management Unit oversees the functional areas of performance management, strategic staffing and recruitment, mobility (including the annual rotation exercise for staff in the Professional category), succession planning, career development, workforce analysis, diversity and inclusion activities and initiatives, and staff development and learning. The Unit provides guidance to managers and staff, ensuring that IOM staff members are in appropriate posts, have their performance assessed objectively and are given the opportunity to further develop their skills and careers.

The Unit also includes the Alternate Staffing portfolio, which at IOM comprises all 'non staff' positions, including the Junior Professional Office (JPO) programme, the Global IOM Internship Programme, UN Volunteers, loans, and secondments.

Supervision

Under the overall supervision of the Chief, Integrated Talent Management Unit and direct supervision of the Senior HR Specialist, and in collaboration with the Internships focal point, the Intern will support IOM's Alternate Staffing portfolio.

Core Functions / Responsibilities:

1. Support the hiring of interns at IOM Headquarters, including recruitment, selection, onboarding, visa processing and separation.
2. Provide support in the hiring of loaned personnel sponsored by the Swiss government through the Emploi Lausanne Office (SYNI programme), by coordinating the liaison with host IOM Divisions, recruitment and onboarding of participants.
3. Help update and maintain the files and databases of the Internship programme and support the improvement of procedures and filing.
4. Create and update collaboration sites for the Alternate Staffing portfolio, ensuring easy access and organization of relevant information and documents.

5. Assist in preparing and designing factsheets, presentations, and other materials for events or meetings, as well as taking notes and writing summaries of the key points and action items.
6. Assist in the preparation and facilitation of induction sessions for interns and the Welcome Sessions for HQ personnel.
7. Actively participate in outreach campaigns and needs assessments by contacting internal clients regarding requirements for supplementary staff and reaching out to specific Universities/Institutions locally and international to identify candidates for the Internship Programme.
8. Support the end-to-end process of setting up new cohorts for peer collaboration and exchange on the Together platform, including customising user materials, and assist with related internal and external communication.
9. Perform such other duties as may be assigned.

Training Components and Learning Elements

- The Intern will gain experience in working in an international multicultural environment, within the United Nations system
- Gain experience in organization, management, and international cooperation activities.
- Gain a better understanding of IOM's work, as an inter-governmental organization in the field of Migration and Human Resources Management.
- The Intern will acquire technical knowledge in programme management and institutional liaison.
- 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 Offices around the world.

Required Qualifications and Experience:

Education

- Master's degree in Human Resources Management, Project Management, Change Management, Social Sciences or a related field from an accredited institution; or,
- University degree in the above fields.

Experience

- Experience in Human Resources and onboarding is an asset;
- Experience liaising with internal and external stakeholders is an asset;
- Experience with collaboration and design platforms such as SharePoint, Canva, MS Publisher and Power BI;
- Practical experience of how-to multi-task, prioritise and work independently.

Skills

- Ability to draft proficiently in English;
- Strong organisational and communication skills;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;

- Ability to keep matters strictly confidential and exercise good discretion in using information.

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 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 03 - Intern – Integrated Talent Management Unit - Geneva, Switzerland (58837676)

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