



International Organization for Migration (IOM)

The UN Migration Agency

Call for Curriculum Vitae 2020-01

Position Title: **Intern – Project Support**

Duty Station: **Country Office Ljubljana, Slovenia**

Type of Appointment: **Internship**

Duration of Assignment: **4 months, with possibility for extension**

Estimated Start Date: **01 September 2020**

Closing Date: **16 August 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:

Background information

IOM Slovenia is engaged in the implementation of different projects in the field of international migration in cooperation with the Government and other stakeholders, NGOs and partners. The mission works in the areas of migrant integration, resettlement and relocation assistance, migration health, counter trafficking, family reunification, Assisted Voluntary Return and Reintegration Programme for third country nationals, data collection and research.

Supervision

The successful candidate will work under the guidance and supervision of the Officer in Charge, and in collaboration with other colleagues and relevant Regional Thematic Specialists at the Regional Office. Under the direct supervision of the Officer in Charge the successful candidate will be responsible for the following:

Core Functions / Responsibilities:

- 1) Provide support in all IOM activities undertaken in Slovenia;
- 2) Research migration issues within Slovenia and the wider region to assist with project development activities;
- 3) Support the identification of potential and realistic funding opportunities by reviewing calls for proposals and collecting donor information;
- 4) Liaison and coordinate with IOM staff and local missions;
- 5) Assist with the implementation of project activities;

International Organization for Migration – IOM mission in Slovenia

Dunajska cesta 5, 1000 Ljubljana

Tel: +386 1 434 73 51 E-mail: iomljubljana@iom.int Web: slovenia.iom.int



International Organization for Migration (IOM)

The UN Migration Agency

- 6) Assist in preparing and editing donor reports, to support compliance with donor regulations and obligations, as well as the report finalization process with the Regional Office;
- 7) Provide interpretation and translation as required;
- 8) Develop a sound understanding and assist in providing regular monitoring of IOM Projects in Slovenia;
- 9) Interact with IOM partners on relevant IOM activities;
- 10) Assist with the preparation of situational and statistical reports on activities as may be required;
- 11) Perform other tasks linked to office duties as required.

Training Components and Learning Elements:

- The successful candidate will improve their knowledge of migration and research skills by working with professional colleagues. S/he will have the opportunity to test out all the skills that they developed in the University or Higher Institution in a real work environment;
- The successful candidate will be able to gather and disseminate information and data to develop relevant and quality project proposals, and actively seek new ways of improving programmes or services; ensure that the information on IOM's programmes is accurate and well presented, to help promote IOM's image and work, and contribute to fundraising;
- The successful candidate will have the opportunity to enhance their communication skills, both oral and written, in a professional setting, which will also boost their confidence in a working setting;
- The successful candidate will be able to build a professional network that can be a resource in making well-informed decisions about their career;
- The successful candidate will gain experience in working in an international multi-cultural environment, with an intergovernmental organization and able to incorporate gender related needs, perspectives, concerns and promote equal gender participation.

Required Qualifications and Experience:

Education:

- Bachelor's or Master's degree in a relevant field, such as International Relations, Social and/or Political Sciences, Humanities or Law.

Languages:

- Fluency in Slovenian and English is mandatory. Knowledge of other languages is an asset.

Requirements / Experience:

- Excellent writing skills combined with the ability to draft concept notes, project proposals, research, reports and other types of formal communication;

International Organization for Migration – IOM mission in Slovenia

Dunajska cesta 5, 1000 Ljubljana

Tel: +386 1 434 73 51 E-mail: iomljubljana@iom.int Web: slovenia.iom.int



International Organization for Migration (IOM)

The UN Migration Agency

- Previous experience as a volunteer and/or working experience in NGO/IGO. Experience in working with Civil Society organizations/NGO highly desirable;
- Familiarity with concepts and developments related to irregular migration is highly desirable;
- Strong organizational skills;
- Attention to detail, good communication and interpersonal skills;
- Practical experience of how-to multi-task, prioritize and work independently;
- Personal commitment, efficiency, flexibility, and drive for results;
- Demonstrated gender awareness and gender sensitivity;
- Proficiency in MS Office (Word, Excel, Power Point).

Note:

Internship positions are remunerated. Interns are expected to be covered by their own medical insurance.

How to apply:

Interested applicants should submit their applications - CV with a short Motivation letter to iomljubljana@iom.int by **16 August 2020** with a reference title “**Application to Internship Position – CFCV 2020-01**”. Please note only shortlisted candidates will be contacted. For more information about IOM please visit www.iom.int and slovenia.iom.int.

International Organization for Migration – IOM mission in Slovenia

Dunajska cesta 5, 1000 Ljubljana

Tel: +386 1 434 73 51 E-mail: iomljubljana@iom.int Web: slovenia.iom.int