Call for Curriculum Vitae 2023-34

Position Title: Intern Migrant Protection and Assistance
Duty Station: Brussels, Belgium (Country Office)
Type of Appointment: Internship
Duration of Assignment: 6 months
Estimated Start Date: October 2023
Closing Date: 19 September 2023

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
Under the direct supervision of the National Migrant Protection and Assistance Officer, the intern will assist in the implementation of the different activities of the Migrant Protection and Assistance Unit. The intern will mainly assist with the projects Facilitating Refugee Resettlement to Belgium, Community Sponsorship, and Assisted voluntary Return and Reintegration.

General functions
a. Provide assistance with the daily technical and administrative tasks of the Resettlement project; assist with the logistical preparations of the selection missions, visa processing, pre-departure orientation trainings, health assessments and travel of the beneficiaries;
b. Provide assistance to the Community Sponsorship project; assist with outreach and visibility activities towards potential sponsors (including diaspora) in coordination with the colleagues working on diaspora engagement, assist in the development of a training for sponsors,
c. Draft meeting reports and minutes, website and social media articles, on IOM’s resettlement and community sponsorship activities;
d. Provide administrative assistance to the implementation of AVRR related projects; encoding beneficiaries files in the appropriate database, prepare purchase requests, travel requests, assist in planning meetings and study visits;
e. Any other duties as assigned by the intern’s supervisor;

Training Components and Learning Elements
1. The successful candidate will be part of an international professional environment, within the United Nations system.
2. The intern will gain expertise in the field of migration and more specifically in the area of resettlement
and other legal pathways.

3. The candidate will become acquainted with the work of the Belgian government institutions, such as Fedasil and the Office of the Commissioner General for Refugees and Stateless Persons.

4. The intern will gain a better understanding of IOM’s work, as an inter-governmental organization in the field of migration with actors such as the European Union, governments and other partners to help ensure the orderly and humane management of migration.

**Required Qualifications and Experience**

**Education:**

- University degree in Economics, Migration Studies, International Relations, Law or Communication from an accredited academic institution.

**Experience:**

- Basic knowledge of the Belgian context and policies in the field of migration;
- First working/volunteering experience within the national public sector/NGOs related to migration would be an asset;
- Good administrative and organizational skills;
- Computer literacy, especially knowledge of MS Office Package is required;

**Languages:**

- Fluency in English and French/Dutch is required.

**Other**

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

The selected intern is expected to apply and obtain a scholarship or internship allowance. The Flanders Trainee Programme - Departement Buitenlandse Zaken (fdfa.be), Wallonie-Buxelles International (wbi.be), or an equivalent programme can be considered.

The start of the internship position is based upon availability of funding for the position.

**How to apply**

Interested candidates are invited to submit their applications to IOMbrusselsCOapplications@iom.int by 19 September 2023, 23:59h (Brussels time) at the latest, referring to “CFCV 2023-34 – Intern MPA” in the subject line and including the following documents:

a. CV
b. Cover Letter
c. Questionnaire on Mandatory Requirements (page 4)
IOM only accepts applications duly completed. IOM reserves the right to contact shortlisted candidates only.

**Posting period**

From 05.09.2023 to 19.09.2023
**Education/Experience**

Do you have:

- University degree in Economics, Migration Studies, International Relations, Law or Communication from an accredited academic institution?  
  - yes ☐ no ☐

- Basic knowledge of the Belgian context and policies in the field of migration?  
  - yes ☐ no ☐

- Good administrative and organizational skills?  
  - yes ☐ no ☐

- Computer literacy, especially knowledge of MS Office Package?  
  - yes ☐ no ☐

**Languages**

- Fluency in English?  
  - yes ☐ no ☐

- Fluency in French?  
  - yes ☐ no ☐

- Fluency in Dutch?  
  - yes ☐ no ☐

**Funding**

Do you expect to receive a scholarship/internship allowance for the duration of the internship?  
  - yes ☐ no ☐

Please specify which:

_____________________________________________________________________________________

**Other**

Are you currently holding a valid residence and work permit for Belgium?  
  - yes ☐ no ☐

*EU nationals, please tick ‘yes’; non-EU nationals, please tick as appropriate*

Date:

Name:

Signature: