



International Organization for Migration (IOM)  
The UN Migration Agency

## Call for applications

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|-----------------------|--|
| Position Title:       | Intern   |
| Duty Station:         | Tirana, Albania  |
| Classification:       | Non-staff  |
| Type of Appointment:  | Internship, six (6) months with possibility of extension |
| Estimated Start date: | as soon as possible                                      |
| Closing Date:         | 12 January 2022  |
| CFA No.:              | INTERN 2021/11   |

*Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, 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. IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).*

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the overall supervision of the Head of Office and the direct supervision of Resource Management Assistant, the incumbent will be responsible for the following duties:

### **Core Functions / Responsibilities:**

1. Performing a wide range of administrative tasks including preparing and/or processing administrative requests/documents.
2. Assist in archiving documents using e-filing related to administrative and finance, which documents, in physical paper format, are transposed into electronic records by scanning, indexing, and storing them into Finance's shared drive;
3. Supporting mission with archives;
4. Disseminating information regarding projects or specific programmes, as well as supporting project staff for the project activities as requested;
5. Supporting the office assistant as necessary;
6. Perform other related duties as assigned.

## **Terms of the Internship Placement**

1. An internship with IOM does not create an entitlement to future employment with the Organization.
2. During or after the internship, interns may apply and be recruited to a position for which they meet the required qualifications and experience. However, interns will not be regarded as internal candidates.
3. The internship is normally on a full-time basis. Part-time internships may also be accepted if this option meets the needs of the work department/division/office/unit as well as those of the intern. Interns working on a full-time basis are expected to work 38.5 hours in accordance with the working hours prevailing at the relevant duty station. Interns working on a part-time basis will work in accordance with a pre-determined work schedule.
4. Interns can transfer to another department/division/section within the same duty station if the intern, supervisor and the Human Resources Unit are in agreement. In the case of a transfer, the total duration of the internship at IOM may not exceed nine months.

## **Eligibility Requirements:**

1. Applicants to IOM internships must, at the time of application, meet one of the following requirements: a) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or c) Have graduated with a university degree and, if selected, must commence the internship within one year of graduation.
2. All applicants must be between 20 and 36 years of age.
3. Applicants should have a working knowledge (both oral and written) of English and Albanian.

## **Education and Experience**

- Completed secondary education required or bachelor's degree in related fields.
- Thorough knowledge of English.
- Ability to use own initiative and work under pressure with minimum supervision.
- Excellent computer skills- Word, Excel and Internet.
- Strong interpersonal and communication skills.
- Attention to details and ability to organize.
- Self-motivated and objective driven.

## **Required Competencies**

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

### **Core Competencies – behavioral indicators level 1**

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

***Other:***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

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 and security clearances.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable

***How to apply:***

Interested candidates are invited to submit their updated CV and/or IOM Personal History form [download here](#) together with a cover letter indicating the **Call for Application Number (CFA No)** with three professional references and their contacts (both email and telephone) to: [HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int).

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

To download Personal History Form please refer to: <https://albania.iom.int> .

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

***Posting period:*** 28 December 2021 to 12 January 2022