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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Resettlement Pre-departure Integration Training | |
| Position grade | Other | |
| Duty station | Berlin, Germany | |
| Position number |  | |
| Job family | Operations | |
| Organizational unit | Resettlement and Movement Management | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on |  | |
| Reports directly to | National Project Officer | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  With 175 member states and offices in over 100 countries, 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 works to help ensure the orderly and humane management of migration to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.  Resettlement and Humanitarian Admissions to Germany are international protection tools for refugees who are particularly vulnerable. It enables them to leave a first country of asylum safely and legally and provides them with a durable solution in Germany.  **Supervision**  Under the overall supervision of the Chief of Mission and the direct supervision of the National Project Officer, and in close collaboration with the relevant Departments in HQ and Regional Office, as well as close cooperation with other IOM Regional Offices and Country Offices, the successful candidate will be responsible for supporting the implementation of the pre-departure integration model project within resettlement and humanitarian admission programmes and supporting the project team with the development of the content for a mobile app and a workbook as well as the inter-linking of pre-departure and post-arrival integration actors through the setting up of relevant webinars and exchange visits. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Provide general assistance in the implementation of the project activities, including designing and developing learner-centric materials, such as an educational training workbook and online content for a self-learner app as well as organizing of exchanges, webinars, workshops, and a final project event. 2. Retrieve, compile, summarize, and present information/data on specific project topics. 3. Support administrative coordination for project implementation, involving liaison with diverse organizational units or external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions. 4. Draft quarterly status updates, correspondence, briefing notes, graphics, statistical tables, presentations, and other forms of documentation. 5. Support the team with organizing of meetings, workshops and training sessions 6. Respond to general information requests and inquiries; set up and maintain files.   **Training Components and Learning Elements**   * Learn about the project cycle and project implementation; * Learn about resettlement in the European and German context; * Learn about IOM´s role in the resettlement context, especially in regard to pre-departure activities and trainings; * Participate in relevant trainings of the Resettlement and Movement Management | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Bachelor Degree or Master study in Education, Adult Learning, Instructional design, Pedagogical Studies or related fields from an accredited academic institution with relevant internship or professional experience preferably in similar fields. | |  | | | |
| Experience | | |
| * Experience in training and curriculum development, designing and developing learner-centric resources and supporting materials, including creating of knowledge checks; * Experience in organizing workshops and trainings, and; * Experience in accessible and inclusive education, and train-the-trainer models is an advantage. Experience working with and training of migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and, | | |
| SKILLS | | |
| * Strong organizational, project implementation and verbal and written communication skills with the ability to meet deadlines; * • Knowledge of German and EU institutions as well as Germany and EU migration policies; * Knowledge with Instructional Design; Microsoft Office applications, including Word, Excel, PowerPoint. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English | | Working knowledge of German and Arabic. |
| VI. Competencies[[1]](#footnote-1) | | |
| The incumbent is expected to demonstrate the following values and competencies:  **Values -** all IOM staff members must abide by and demonstrate these three values:     * Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. * 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 *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. | | |
| **Notes[[2]](#footnote-2)** | | |
| **Eligibility and Selection**  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 students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted. * Please consider the cost of living in the duty station prior to applying. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)
2. Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process”. [↑](#footnote-ref-2)