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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Resources Management Unit | |
| Position grade | Other | |
| Duty station | Panama City, Panama | |
| Position number | N/A | |
| Job family | Administration | |
| Organizational unit | Resources Management Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Special Office | |
| Position rated on | N/A | |
| Reports directly to | Human Resources Officer | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  Following the UN Secretary-General's request to IOM and UNHCR to co-lead the regional inter-agency response, the Office of the Director General’s Special Envoy for the Regional Response to the Venezuela Situation (OSE) was established in 2019 to coordinate IOM's response to the situation in Venezuela.  **Supervision**  Under the overall supervision of the Head of Resources Management and direct supervision of the HR Officer and, in collaboration with representatives of relevant units, the successful candidate will collaborate for effective operations of Resources Management Unit at Office of the Special Envoy. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Provide overall support to the Resources Management Unit (RMU) in financial, procurement, human resources and other administrative activities 2. Participate in evaluation of staffing needs in the office and assist in coordination of recruitment processes, including but not limited to, providing guidance to hiring managers on preparation of Terms of Reference, drafting and posting Vacancy Notice/Special Vacance Notice, screening and shortlisting applications, drafting interview protocols, conducting reference checks, preparing job offers and similar 3. Carry-out and coordinate pre-employment activities such as preparation of Entry on Duty (EOD) documentation and collection of supporting documentation, coordination of EOD medical exams and follow-up with Health Insurance Medical Service (Manila or Panama) on medical clearance, coordinate enrollment in insurance plans as appropriate, coordination and delivery of induction sessions, arrangement for security briefing, etc 4. Monitor, process and reconcile financial transactions and payments to staff and suppliers in a timely manner; contribute to the monitoring of budget 5. Provide general assistance on accounting, financial policies and procedures to the Special Envoy staff members. 6. Draft budgets, accounting reports, financial reports, statistical reports and other reports as required. Respond to accounting, budget or financial queries regarding data as required. 7. Receive and consolidate all procurement requisition forms; verify they have all the required information and comply with the Purchase Authorization Matrix and other office instructions and obtain any necessary additional information. 8. Monitor status of open requisitions and follow up on the timely delivery of goods and services; upon delivery, coordinate with the receiving unit to obtain satisfactory delivery notes. 9. Performs any other duty 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 coordination in administration. * Gain experience in human resources/accounting/procurement operations. * Gain a better understanding of IOM’s policies, rules and procedures in administration of resources. * The Intern will acquire technical knowledge in administration, finance, and human resources operations within United Nations system. * 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 Missions. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| * Bachelor’s degree in human resources, Business Administration, or related field with relevant professional experience; or, * Master’s degree in the above or related field. | | |
| Experience | | |
| * Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; Power Bi, previous experience in SAP Oracle is a distinct advantage; * Attention to detail, ability to organize paperwork in a methodical way; * Discreet, details and clients-oriented, patient and willingness to learn new things; and, * Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage | | |
| SKILLS | | |
| * Communication Skills: Clear verbal and written communication is essential for interacting with colleagues, clients, and other stakeholders. * Organizational Skills: The ability to prioritize tasks, manage time efficiently, and maintain orderly records * Problem-Solving Abilities: intern will face various challenges daily, so having the capacity to think critically and find solutions is essential * Adaptability: The ability to adjust to changing priorities, tasks, and environments * Teamwork: Collaboration with colleagues and departments is often necessary, so being able to work well in a team setting is crucial for the role * Customer Service Skills: Intern may often serve as the first point of contact for internal clients, so being polite, helpful, and able to resolve issues effectively is valuable. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written) | | Working knowledge of Spanish |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate is expected to demonstrate the following values and competencies:  Values – the intern must abide by and demonstrate these 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 –   * 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. | | |
| **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)