



Call for Applications – Internship (CFA-Int-001/24)

Position Title:	Human Resources Intern
Position grade:	Non-Remunerated but monthly subsistence allowance will be paid for transportation and living expenses
Duty Station:	IOM Regional Office based in Pretoria, South Africa
Appointment Type:	Internship, three months with possibility of extension
Deadline for application:	27 February 2024

Established in 1951, International Organization for Migration (IOM) is the leading UN agency in the field of migration, works closely with governmental, intergovernmental and nongovernmental 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.

The Internship Programme targets young, talented students and graduates willing to gain practical experience in a field relevant to the Organization through their involvement in daily working activities in migration-related areas, support/administrative functions and/or different thematic areas.

Context:

The Intern will work under the direct supervision of the Regional Human Resources Officer and in collaboration with relevant units at Regional Office and Country Offices, the successful candidate will contribute to the effective administrative and HR functions in the Regional Office. Essential functions are as follows:

Core Functions / Responsibilities:

1. Assist with the recruitment processes by administering tests, taking notes during interviews, preparing all the required documentation and materials, sending communications to candidates, and any other related activity as assigned.
2. Support with pre-employment activities, coordination of orientation sessions, arrangement for security briefing and medical examinations, creation of personal file, etc.
3. Update the attendance records and reconcile leave quotas based on supporting documentation.
4. Support separation processes by collecting necessary documentation, drafting forms, making basic calculations, obtaining approvals and coordinating with relevant units.
5. Update and maintain electronic and physical archiving systems in the unit including personnel files with all supporting documentation, and recruitment files.
6. Support the organization of meetings, training activities and other events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.
7. Perform any other duties as may be assigned.

Required qualifications and Experience

Education

- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with zero years of relevant professional experience.

Eligibility Requirements - Applicants 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
- b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- c) Have graduated with a University Degree (as defined in (a) or (b) above) and, if selected, must commence the internship within one year of graduation.

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail and Outlook.
- Attention to detail, ability to organize folders and paperwork in a methodical way;
- Discreet, patient and willingness to learn new things; and,
- Familiar with international humanitarian organizations, non-government or government institutions/organization.

Languages

Fluency in English is required for this position. Knowledge of local languages is an advantage.

Competencies:

The incumbent is expected to demonstrate the following values and competencies:

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

- Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Delivering results: Produces quality results and provides quality services to clients.
- Managing and sharing knowledge: Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.



- Communication: Listens carefully and genuinely to the views and positions of others; acts on received information.

Additional Notes:

IOM is committed to a diverse and inclusive environment. Appointment will be subject to certification that the candidate is medically fit for appointment. South African nationals as well as foreign nationals with South African permanent residence or work/study permit are eligible to apply.

Method of application:

If you are interested in this internship opportunity and meet the minimum requirements, please send your letter of motivation, up-to-date Resume/CV, copy of ID, education certificates and other credential documents to pretoriacvs@iom.int

When you send your application through email, please ensure to specify the reference number (CFA-Int-001/24) in the subject line of your email. Incomplete applications will be rejected.

Please send your applications by 27 February 2024. Only shortlisted candidates will be contacted.