

## Call for Curriculum Vitae 2021-15

Position Title : **Intern**

Duty Station : **Country Office Brussels, Belgium**

Type of Appointment : **Internship**

Duration of Assignment : **6 months**

Estimated Start Date : **As soon as possible**

Closing Date : **11 May 2021**

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 Project Manager, under guidance of the Head of Unit of the Labour Migration and Human Development Unit (LHD) and under the overall supervision of the Chief of Mission in the Country Office for Belgium and Luxembourg, the incumbent will assist the Project Manager with the implementation of the Community Policing (CoP) project.

This project was co-developed by IOM and a number of local Belgian Police zones. The objective of this project is to contribute to the eradication of all forms of racism, xenophobia and other forms of intolerance and discrimination within these Belgian Police zones. Topics that will be covered in the project are: i) the HR policies of the Belgian police, ii) the complaint mechanisms of the Belgian police and iii) creating trust between the police and migrant communities by setting up community policing initiatives, etc. The project adopts a bottom-up, needs-driven and participatory approach, and will build on existing good practices identified in Belgium and throughout the EU. In addition, the incumbent will be expected to provide general support related to the development of new projects in the LHD team.

### **The Intern will have the following duties and responsibilities**

#### **I. ASSIST WITH THE IMPLEMENTATION OF THE CoP PROJECT**

In particular, the incumbent will:

- In close coordination with the Policy and Programme Officer, assist the Project Manager with the implementation and follow-up on project activities and deliverables. This includes general support with research tasks, administrative tasks, the (logistical) organization of meetings, focus group discussions, etc;
- Assist the Project Manager in supporting the Belgian project partners with the implementation of the project and assist in the overall project monitoring so that sufficient information can be provided to the project donor;

- Assist in drafting narrative and financial reports to be submitted to the donor;
- Assist in drafting public information documents, website articles, press releases and information dissemination on IOM activities.

## **II. ASSIST WITH POLICY SUPPORT AND OUTREACH ON COMMUNITY POLICING**

- Assist in identifying possible partnerships with the civil society (NGOs, diaspora associations, etc.) and other stakeholders (such as the Belgian government and the private sector) in order to improve knowledge on Community Policing in Belgium and the EU;
- Assist in drafting of presentations and speeches related to Community Policing for the Head of Unit or the Chief of Mission;
- Participate in and follow up on meetings/conferences in the field of Community Policing and take meeting notes for the supervisor when required;
- Provide clerical assistance to the Head of Unit on other topics, such as labour migration and human development;
- Any other tasks as may be required.

### **Required Qualifications and Experience**

#### **Education:**

Bachelor's degree in economics, human rights, social science or related field from an accredited academic institution.

#### **Experience and skills:**

- First working experience in the area of project management or in relation to the police;
- Knowledge of the broad range of migration related areas is an advantage;
- Strong organizational skills;
- Strong communication and diplomatic skills, applied in a professional environment;
- Ability to work independently against tight deadlines.

#### **Languages:**

Proficiency in English, French and/or Dutch is required.

#### **Note**

Note that the intern is expected to apply and obtain a scholarship to cover his/her costs of living during the internship.

The internship is subject to local recruitment. Only persons holding a valid residence and/or permit to conduct an internship in Belgium will be eligible for consideration.

#### **How to apply**

Interested candidates are invited to submit their applications – CV or Personal History Form, and Cover Letter to [IOMBrusselsApplications@iom.int](mailto:IOMBrusselsApplications@iom.int) by 11 May 2021 midnight the latest, referring to this advertisement.

[Download the Personal History Form](#)

**IOM only accepts applications duly completed and only shortlisted candidates will be contacted.**