



CFCV 2023-02

Open to Internal and External Candidates

Position Title : **Intern (Assisted Voluntary Return and Reintegration)**
Duty Station : **Brussels, Belgium (Country Office)**
Classification : **Internship**
Duration of Assignment : **6 months**
Estimated Start Date : **As soon as possible**

Closing Date : **19 January 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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

IOM has signed a convention with the Government of Belgium to plan and organise the assisted voluntary return and reintegration project, aiming at the assistance to the voluntary return and reintegration of asylum seekers, people under temporary protection and other persons in need of assistance.

Under the direct supervision of the Migrant Assistance Officer, the incumbent will provide secretarial and administrative support to the AVRR team at CO Brussels, in the day-to-day management of the project activities. The incumbent will actively contribute to facilitate and ensure that administrative procedures are followed as well as programme support to facilitate an efficient operational process.

General Functions

1. Provide administrative assistance to the implementation of AVRR related projects. This includes: drafting meeting reports, planning meetings, purchase requests, travel requests, expense claims, etc.;
2. Help with the logistical organization of events and webinars in the frame of the AVRR projects. Keep all partners/participants informed on the practical details of the events and reach out to the target audience to ensure good attendance;
3. Assist in drafting information materials on AVRR (social media posts, newsletters, videos, return stories, etc.);

4. Prepare and encode candidates' files in the appropriate database;
5. Assist with data checks and updates on AVRR cases (reintegration data);
6. Assist in case management of potential candidates' files, provide information on existing voluntary return projects and, when applicable, on available reintegration opportunities in the countries of origin;
7. Support in strengthening partnerships with the NGO referral network;
8. Assist in maintaining good working relations with embassies and consulates to collect information and promote co-operation with a view to facilitate the issuance of travel documents;
9. Assist in establishing technical information on each country's procedures and specifics to compile and update Country Information Sheets;
10. Ensure general AVRR project support;
11. Any translation that may be required in the framework of the AVRR projects;
12. Any other tasks that may be required.

Required Qualifications and Experience

Education

- University degree (Bachelor and/or Master) in Economics, Migration Studies, International Relations, Law or Communication from an accredited academic institution.

Experience

- Basic knowledge of the Belgian context and policies in the field of migration;
- First working/volunteering experience within the national public sector/ NGOs related to migration would be an asset ;
- Excellent writing and drafting skills is a requirement;
- Analytical skills and a strong sense of synthesis;
- Strong organizational capacities;
- Computer literacy, especially database tools.

Languages

Fluency in English and French/Dutch is required.

Other

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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for

Belgium will be eligible for consideration.

The intern is expected to apply and obtain a scholarship to cover his/her costs of living during the internship. For instance, the [Flanders Trainee Programme](#) or the [WBI traineeship programme](#) can be considered.

How to apply

Interested candidates are invited to submit their applications to IOMBrusselsApplications@iom.int **by 19 January 2023 23:59h (Brussels time)** at the latest, referring to 'CFCV 2023-02 Intern AVRR' in the subject line and including the following documents:

- a) CV
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (page 4)

In order for an application to be considered valid, IOM only accepts applications duly completed. **Only shortlisted candidates will be contacted.**

Posting period

From 05.01.2023 to 19.01.2023



**Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium
CFCV 2023-02 Intern AVRR, CO Belgium**

Education/Experience

Do you have:

- University degree (Bachelor and/or Master) degree in Economics, Migration Studies, International Relations, Law or Communication from an accredited academic institution?
yes no
 - First working/volunteering experience within the national public sector/ NGOs related to migration?
yes no
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Languages

- Fluency in English? yes no
 - Fluency in French? yes no
 - Fluency in Dutch? yes no
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Internship Allowance

- Will you apply to/benefit from a scholarship/allowance? yes no
 - Which one?
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Other

Are you currently holding a valid residence and work permit for Belgium?
yes no

Date:
Name:
Signature: