



IOM International Organization for Migration

## Call for Curriculum Vitae 2022-26

Position Title : **Intern, Assisted Voluntary Return and Reintegration**  
Duty Station : **IOM Belgium and Luxembourg**  
Type of Appointment : **Internship**  
Duration of Assignment : **6 months**  
Estimated Start Date : **19 September 2022**  
Closing Date : **10 August 2022**

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:**

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:**

- a) Provide administrative assistance to the implementation of AVRR related projects. This includes: drafting meeting reports, planning meetings, purchase requests, travel requests, expense claims, etc.;
- b) 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;
- c) Assist in drafting information materials on AVRR (social media posts, newsletters, videos, return stories, etc.);
- d) Prepare and encode candidates' files in the appropriate database;
- e) Assist with data checks and updates on AVRR cases (reintegration data);
- f) 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;
- g) Support in strengthening partnerships with the NGO referral network;
- h) 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;
- i) Assist in establishing technical information on each country's procedures and specifics to compile and update Country Information Sheets;

- j) Ensure general AVRR project support;
- k) Any translation that may be required in the framework of the AVRR projects;
- l) Any other duty within the incumbent's capabilities as assigned by the incumbent's supervisor;

### Training Components and Learning Elements

1. The successful candidate will be part of an international professional environment, within the United Nations system.
2. The intern will gain expertise in the field of migration and more specifically in the area of migrant assistance and protection.
3. The candidate will become acquainted with the aspect of voluntary return and reintegration.
4. The intern will gain a better understanding of IOM's work, as an inter-governmental organization in the field of migration with actors such as the Government of Belgium and civil society organizations to help ensure the orderly and humane management of migration.

### **Required Qualifications and Experience:**

#### **Education:**

University degree 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 required, in addition to fluency in either French or Dutch or both.

### **Required Competencies:**

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively with clients and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

**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 and/or study permit for Belgium will be eligible for consideration, because IOM is not providing support in visa issuing.

**How to apply:**

Interested candidates are invited to submit their applications – CV and Cover Letter to [IOMBrusselsApplications@iom.int](mailto:IOMBrusselsApplications@iom.int) with [evermeulen@iom.int](mailto:evermeulen@iom.int) in cc by midnight 10 August 2022 at the latest, referring to this advertisement (**CFCV 2022-26**). In order for an application to be considered valid, IOM only accepts applications duly completed.

The selected intern is expected to apply and obtain a scholarship as internship fee. The [Flanders Trainee Programme - Departement Buitenlandse Zaken \(fdfa.be\)](#), [Wallonie-Buxelles International \(wbi.be\)](#), or an equivalent programme can be considered.

**Only shortlisted candidates will be contacted.**

Posting period:

From 28.07.2022 to 10.08.2022