



Organisation internationale pour les migrations (OIM)
L'organisme des Nations Unies chargé des migrations

Call for CVs-TN2022-030

Admin/HR Intern

The UN agency for Migration – IOM Tunisia is looking for **an Admin and Human Resources Intern** according to the terms of reference stipulated below. Interested candidates are invited to submit their CVs and cover letter specifying the motivation for applications to Tunisrecruitment@iom.int no later than **26 May 2022** indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Duty Station:	Tunis, Tunisia
Position Title:	Admin/HR Intern
Reference code:	TN2022-030
Type of appointment :	6 months with possibility of extension
Start date :	June 2022
Closing date :	26 May 2022

The IOM Internship Program provides students with the opportunity to learn about IOM's activities, to acquire initial work experience, and/or gain knowledge on a broad range of technical migration-related areas and disciplines. As part of the Internship Programme, IOM provides on-the-job training to interns to support their professional development.

Scope: Interns are placed under the guidance of a supervisor and given assignments and responsibilities commensurate with their academic and professional experience.

The Internship Programme builds links between academic institutions, universities, and IOM.

Duties and Responsibilities:

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.

Under the overall guidance of the Chief of Mission and the supervision of the Head of Resources Management unit and the direct supervision of the Senior Human Resources



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Assistant and in close coordination with rest of team, the incumbent will provide general administrative support to the Admin/Human Resources team. S/he will do so in close consultation with relevant partners and colleagues of the IOM Tunis office.

Essential Functions Include:

The Selected candidate particularly will:

1. Assist in maintaining the e-filing database and hard copied of HR files for all staff.
2. Ensure that all documents are properly stored, and personnel files are labelled correctly for easy access.
3. Assist in improving the filing systems following IOM guidelines.
4. As needed, assist in following up on contract extensions and separations to ensure administrative process are completed.
5. As needed, assist in preparing HR letters for staff members.
6. Assist in issuing IOM / UN ID cards for IOM staff members.
7. Assist in the coordination and monitoring of staff attendance:
8. Monitor Presence/Absence; leave requests, sick leave/certificates
9. Calculate overtime for staff, according to established procedures
10. Perform timekeeping calculations and prepare leave balance exercises on a periodic basis
11. Ensure receipt of signed Staff Attendance Records
12. Update and keep track of progress of submission of all mandatory Training Certificates (Gender, Ethics and conduct, PSEA, etc);
13. Collect, prepare payments and keep track for all documents related to payments of non-staff (attendance sheets, request of payments...)
14. Keep the confidentiality matters as defined by the mission's requirements and IOM sources;
15. Perform any other related tasks that may be assigned

Learning Objectives:

Introduction of IOM's work;

Human Resource hands-on experience in performance and talent management, staff planning, employee relations, organizational development and legal compliance

Increase knowledge and understanding of issues related to quality assurance in recruitment process and the impact;

Opportunities to apply classroom knowledge in a professional environment along with an insight of the everyday office environment

Build and develop professional relationships with IOM colleagues in other units



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Work as a team member in a multicultural setting
Develop intranet content knowledge
Letter of recommendation upon satisfactory completion of the internship

Required Qualifications and Experience:

Eligibility

Intern applicants must, at the time of application, meet one of the following requirements:

- a) Be enrolled in the final academic year of a university degree programme (minimum bachelor's level or equivalent from an accredited academic institution, preferably in Human Resources, Labour Management, finance, administration or Law;
- b) Be enrolled in a graduate degree programme (second university degree or equivalent, or higher); OR
- c) Have graduated with a university or graduate degree and, if selected, must commence the internship within one-year of graduation.
- d) Demonstrate interest in working in international organization;
- e) Excellent computer skills, especially in MS Office, Excellent organizational skills with flexible approach to a wide range of duties;
- f) Discreet, details-oriented, patient and willingness to learn new things,
- g) Strong communications and interpersonal skills.

- h) Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds

All interns must be between 20 and 36 years of age. Furthermore, intern applicants should have a working knowledge (both oral and written) of English and French as one of IOM's official languages.

Duration of Internship

The duration of an internship is from three to nine months,

Remuneration:

IOM internships are remunerated

Publication date:

From 19/05/2022 to 26/05/2022.