

## CALL FOR APPLICATIONS

### CFCVs Internship

This is a request for CVs/expression of interest for the position below.  
The International Organization for Migration is seeking qualified candidates to join the IOM team.

Position Title : **Project Assistant**  
Duty station : **Paris, France**  
Classification : **Intern**  
Type of Appointment : **Fixed term, 6 months with possibility of extension**  
Closing Date : **27<sup>th</sup> January 2023**  
Estimated Start Date : **20<sup>th</sup> February 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.*

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this Call for Applications.

Under overall supervision of the Head of Office (HoO) and the direct supervision of the Project coordinators, the successful candidate will be responsible for providing effective and efficient support to IOM Paris. The incumbent will be requested to:

1. Actively participate in the implementation of the national resettlement project: coordinate arrivals of groups of refugees bound to France, in close cooperation with IOM missions in the countries of departure and with French partners, including the Ministry of Interior;
2. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation;
3. Retrieve, compile, summarize, and present information/data on specific project topics ;
4. Support administrative coordination of project implementation ;
5. Any other tasks as may be assigned by the HoO.

## **Required Qualifications and Experience**

### **Education**

Student (Master's level) in Social Science, Humanities, International Relations or a related field from an accredited academic institution.

### **Experience**

- The applicant should be able to work with a variety of professionals (civil servants, NGO representatives, etc.). S/he should be willing and able to work harmoniously in a diverse, multicultural environment.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints.
- Excellent knowledge of Microsoft Office applications such as Word, Excel.
- Sound knowledge of the migratory context in France; the asylum procedures/legislations in France and in the EU.

### **Languages**

Excellent level of both spoken and written French and English. Knowledge of other languages is an advantage.

## **Required 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.

### **Core Competencies**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively with client 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
- Planning and Organizing – plans work, anticipates risks, and sets goals within their 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.

**This post is subject to local recruitment. Only persons holding a valid residence for France, and currently enrolled in a tertiary education curriculum, will be eligible for consideration.**

***How to apply:***

Interested candidates are invited to submit their applications – CV and Cover Letter in French, or in English, to [iomparis@iom.int](mailto:iomparis@iom.int) by 27<sup>th</sup> January 2023 midnight at the latest, referring to this advertisement. **The email subject line must contain the reference “OIM/INTERNSHIP 01\_2023”.**

In order for an application to be considered valid, IOM only accepts applications duly completed.

**Only shortlisted candidates will be contacted to attend an interview, which will be conducted in French.**

***Posting period:***

**From 09.01.2023 until 27.01.2023.**