



CALL FOR APPLICATIONS

Position Title: **Intern – Korea Visa Application Centre (KVAC)**
Duty Station: **Paris, France**
Reference Code: **Intern-FR-01-2024**
Classification: **Internship**
Type of Appointment: **4 to 6 months**
Estimated Start Date: **From mid-May 2024**

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.

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

Context:

In support of the Embassy and Consulate of the Republic of Korea (ROK) in Berlin, Germany, IOM will be providing administrative visa-related services among three Visa Application Centers in all Europe, aimed at making the visa application process timelier and more convenient.

Working under the overall direction of the Head of Office in Paris, France, and under the direct supervision of the Deputy Team Leader of the Korea Visa Application Centre (KVAC), the intern will assist with the daily operational activities of the KVAC operated by IOM in Paris (France). Tasks will include:

Core Functions / Responsibilities:

- Assist the KVAC team on daily activities, including but not limited to receive and sort visa applications delivered by post, passport, and document logistics, ordering visa application supporting documents according to relevant checklist.
- Assist the KVAC team with communications to the beneficiaries, following the standard operating procedures in place, including contacting visa applicants for missing documents or for passport collection.
- Attend project meetings and training sessions with the project coordinator and other KVAC teams (London, Berlin, Ulaanbaatar)
- Assist the KVAC team with the preparation of daily, weekly and monthly reports.
- Undertake any other task that may be assigned.

Required Qualifications and Experience

Education

Student or graduate; preferably in Information Technology, Computer Sciences, IT Management, or similar.

Experience

- Ability to work effectively and harmoniously in an international team
- High level of computer literacy in standard MS Office products with specific proficiency in MS Excel
- First experience in administration and maintenance of Microsoft Windows network environment (LAN/ WAN) would be an advantage
- First experience in administrative work and/or direct user support and computer and communication equipment troubleshooting would be an advantage.
- First experience in Information Technology, Computer Sciences, IT Management would be an advantage

Languages

Fluency in French and English is required.

Required Competencies

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.
- Managing and sharing knowledge continuously seeks to learn, share knowledge and innovate.



IOM's competency framework can be found at this [link](#).

Other

This post is subject to local recruitment. Only persons holding a valid residence permit for France will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application including a CV and a cover letter not exceeding more than one page, relevant certificates and references by email to applicationsfrance@iom.int (max 5 MB) before 21 April 2024 indicating the reference: Intern-FR-01-2024. Only shortlisted candidates will be contacted.