



Open to internal and external candidates

CALL FOR APPLICATION (2024-194)

Position Title	: Human Resources Intern
Duty Station	: Boa Vista, Brazil
Classification	: Intern
Type of Appointment	: Internship
Estimated Start Date	: As soon as possible
Closing Date	: 04 September 2024

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

Context

Under the overall supervision of the National Finance Officer and direct supervision of the Human Resources Assistant, the Human Resources Intern will provide support to the Human Resources Unit in the Boa Vista. In particular he/she will be responsible for:

Responsibilities and Accountabilities

- Assist in the organization of the recruitment processes.
- Assist in the meeting and training preparedness to RMU team and staff (BVB)
- Verify, correct, file and forward hourly works' payment processes.
- Organize documents and files related to HR activities and processes.
- Undertake all other tasks as may be assigned by the National Finance Officer

Required Qualifications and Experience

EDUCATION

- Be enrolled in the final two academic year of an undergraduate school program in Human Resources Management, Business Administration or any other related field.

Organização Internacional para as Migrações (OIM)

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EXPERIENCE

- Applicants are not required to have professional work experience. However, the following competencies are required:
- A good command of MS Office applications
- High ability to organize and planning activities
- Proficiency in Portuguese

SKILLS

- Excellent communication and interpersonal skills
- ability to prepare clear and concise products
- Excellent organization skills, analytical and creative thinking.
- Strong interpersonal and communication skills

Languages

IOM's official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in Portuguese and Spanish is required (oral and written).

DESIRABLE

Working knowledge of English.

Competencies

The incumbent is expected to demonstrate the following values and competencies:

VALUES – All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.



Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES – Behavioral indicators (level 2)

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Notes

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply

Interested candidates should apply through the following link until September 04, 2024:

[PHF IOM BRAZIL](#)

Only shortlisted candidates will be contacted.

Posting period

From 29.AUG.2024 to 04.SEP.2024