



IOM International Organization for Migration
IOM Internationale Organisation für Migration

Internship IOM Germany

- Administrative Services -

According to the below Terms of Reference, IOM/Germany is looking for an intern for the Administrative Services department in our IOM office in Nuremberg. Applicants are invited to send their applications by e-mail to HRDGermany@iom.int.

Internship duty Station: Nuremberg

Remuneration: Internships are non-remunerated, voluntary assignments.

Type of Appointment: Full-Time (40 hrs/week), 2-6 months internship

Terms of Reference:

Under the overall guidance of the Chief of Mission (CoM) and the direct supervision of the Head of Admin. Services in Nuremberg, the intern will have the opportunity to learn and gain experience in the following working areas:

- Maintain and administer the expendable office supplies using a specially here for designed software and record all requests as per set guidelines;
- Maintain and administer the assets using a SAP based application as per set guidelines;
- Process daily mail, log these and route them internally;
- Operate the IOM switchboard by processing incoming or outgoing calls;
- Assist in the preparation of meetings and seminars;
- Assist in the procurement process by preparing procurement requests, obtaining and comparing offers from vendors or service providers;
- Performs other tasks as assigned by the immediate supervisor and/or Chief of Mission.

Desired Qualifications:

- High school diploma or equivalent combination of practical training and experience;
- Basic knowledge on administrative matters;
- Good IT Skills in standard MS Products (Word, Excel) as well as Outlook ;
- Good analytical skills, strong sense of details and accuracy;
- Effectiveness in producing accurate results, flexibility and reliability;
- Language knowledge: German (written and spoken), English an advantage.

Contact:

International Organization for Migration / Germany
Office Nuremberg
Human Resources, Ms Sabrina Eichhorn
Tel.: +49 (0) 911 / 4300 116
Email: HRDGermany@iom.int

In case of further questions, please do not hesitate to contact us.

Mission in Germany:

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