



IOM International Organization for Migration  
IOM Internationale Organisation für Migration

## **Internship IOM Germany**

- *Budget, Project Monitoring and Reporting* -

According to the below Terms of Reference, IOM/Germany is looking for an intern for the Admin service and Budget, Project Monitoring and Reporting department in our IOM office in Nuremberg. Applicants are invited to send their applications by e-mail to [HRDGermany@iom.int](mailto: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:

- Assist in preparation of budget outlines for concept notes and project budgets according to IOM and donor regulations and guidelines;
- Assist in the preparation of general Mission relevant financial reports, forecasts and overviews as well as project related interim and financial reports;
- Assist in the preparation of regular internal project monitoring reports;
- Assist in the preparation of financial supporting documents for project endorsement, submission and activation;
- Assist in monitoring of expenditures for assigned projects and undertaking of financial analysis of the projects of IOM Germany;
- Receive an overview of the IOM SAP based Financial System and use this to perform inventory count and asset management;
- Support in the other financial project-related activities as well as day-to-day administrative activities;
- Perform other tasks as assigned by the immediate supervisor and/or Chief of Mission.

### Desired Qualifications:

- Study in the area of Finance, Accounting, Business Administration, Economics, or an equivalent combination of training and experience;
- Previous work/internship experience concerning financial and administration issues an advantage. Good analytical skills, strong sense of details and accuracy;
- Ability to deal flexibly with multiple, changing tasks;
- Very good IT skills in standard MS Products (Word, Excel) as well as Outlook;
- Language knowledge: German (fluently written and spoken), English (intermediate).

### Contact:

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

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

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