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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Human Resources | |
| Position grade | Other | |
| Duty station | Coxs ‘Bazar, Bangladesh | |
| Organizational unit | Human Resources Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? |  | |
| Reports directly to | HR Officer | |
| II. Organizational Context and Scope | | |
| 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.  The successful candidate will work under the overall supervision of the Deputy Chief of Mission the direct supervision of the HR Officer, and in cooperation with other colleagues in the Human Resources Unit at IOM Bangladesh. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| * Support recruitment processes in coordination with other HR team members including publication of VN/SVN, receiving and sorting applications, arranging interviews and tests, preparing all the re-quired documentation and materials. * Assist in 3rd party hiring in coordination with relevant units. * Carry out pre-employment activities such as preparation of Entry on Duty documentation and col-lection of supporting documentation. * Update and maintain electronic and physical archiving systems in the unit including personnel files with all supporting documentation, recruitment files, HR policies, regulations, guidelines and man-uals, internal controls, etc. * Provide day to day operations and administrative support of the HR functions and duties. * Perform other related duties as assigned.   **Training Components and Learning Elements**  Recruitment, administrative assistance, day to day HR tasks. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  |   At the time of application, the candidate should meet one of the following requirements:  Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent); or  Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or  Have graduated with a university degree (as defined in 4.1(a) or (b) above) and, if selected, must commence the internship within one year of graduation | | |
| Experience | | |
| * Demonstrated interest and/or experience in Human Resources or administrative tasks. * Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded; | | |
| SKILLS | | |
| * Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook. * Attention to detail, ability to organize paperwork in a methodical way * Discreet, details and clients-oriented, patient and willingness to learn   new things; and, | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written). | | Working knowledge in any other UN language is an advantage. |
| VI. Competencies | | |
| The incumbent is expected to demonstrate the following values and competencies:  **Values** – all IOM staff members must abide by and demonstrate these three 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** – behavioural indicators *level 1*   * 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 action and delegated work. * Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. | | |
| **Notes** | | |
| **Eligibility and Selection**  In general, the Internship Programme aims at attracting talented students and graduates who:  a) have a specific interest in, or whose studies have covered, areas relevant to IOM  programmes and activities;  b) are holding a scholarship for internship placements in international organizations  and/or for whom internship is required to complete their studies; or  c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.  d) are either students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted. * Please consider the cost of living in the duty station prior to applying. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |
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