

# POST DESCRIPTION

## SECTION 1

### Position Information

Position Title	Intern – Resources Management Unit
Position Grade	Intern
Duty Station	Montevideo, Uruguay
Position Number	
Job Family	Resources Management, Administration, Contability
Organizational Unit	10005550
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	(to be filled by Classifier)
Reports directly to	20087123
Number of Direct Reports	Not Applicable

## SECTION 2

### Organizational Context and Scope

#### BACKGROUND INFORMATION

IOM Uruguay is a young, dynamic mission in expansion. It works closely with the Government of Uruguay, civil society, the private sector and the United Nations agency in Uruguay in several thematic areas. As of February 2021, the mission includes about 40 colleagues engaged in different areas and in three geographical locations. The internship is in the Resources Management Unit, which coordinates the areas of Human Resources, Administration, Procurement, Security and Finance, under the supervision of the Resources Management Officer. The successful candidate will support the unit in the development of the mission portfolio as well as the routine management of the mission resources, including the organization of trainings and learning opportunities in key cross-cutting areas.

#### SUPERVISION

Under the overall supervision of the Head of Office (HoO) and direct supervision of the Resources Management Officer (RMO), and in cooperation with other colleagues in the field Mission, the successful candidate will pursue the following duties:

### SECTION 3

## Responsibilities and Accountabilities

1. Support the mission resources management in the areas of Human Resources, Administration, Procurement, Security and Finance.
2. Help maintain the mission files up-to-date and support the improvement of procedures and filing.
3. Help maintain the administration databases and contribute to the development of digital tools.
4. Draft information on mission procedures and support the organization of trainings on new topics.
5. Support the RMO in the development and monitoring of project budgets as well as preparing new financial reports.
6. Assist in the organization of webinars and trainings for cross-cutting themes.
7. Support the mission work with the inter-agency working groups of the United Nations.
8. Perform such other duties as may be assigned.

## TRAINING COMPONENTS AND LEARNING ELEMENTS

It is expected that the selected intern will:

- Be exposed to the activities of IOM in the duty station.
- Gain understanding about the IOM and the UN System and its processes.
- Learn technical skills described in this Post Description.
- Be able to prove their dedication, skills and capacity to work in an international setting as part of a diverse and international team.

### SECTION 4

## Required Qualifications and Experience

### EDUCATION

Must, at the time of application, a) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or b) be enrolled in a graduate school programme (second university degree or equivalent, or higher); or c) have graduated with a university degree and, if selected, must commence the internship within one year of graduation.

Pursuing studies in Economics, Accountancy, Business Administration or a related field from an accredited academic institution.

### EXPERIENCE

- Experience in maintaining and updating databases is an asset.
- Experience in preparing financial reports is an asset.
- Experience in developing and monitoring project budgets is an asset.

### SKILLS

- Understanding and knowledge in the creation of knowledge management products;

- Knowledge of business administration;
- Computer literacy, especially database tools and strong Excel knowledge;
- Strong organizational skills;
- Ability to timely understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Ability to multi-task, prioritize and work independently.

## SECTION 5

### Languages

#### REQUIRED

For all applicants, fluency in English and Spanish is required (oral and written).

#### DESIRABLE

Working knowledge in Spanish and English is required.

## SECTION 6

### Competencies<sup>1</sup>

■ 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.

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<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

## 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 actions 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

The selected candidate for this internship position will work on site (in the country of the duty station where this position is based). Interns will receive a monthly stipend.

IOM strongly encourages applications from women, persons with disabilities, LGBTI+ individuals, persons belonging to indigenous or tribal peoples, or ethnic minorities. We strongly suggest you mention in your application you're belonging to any of the aforementioned groups. All information will be treated confidentially.

In general, the Internship aims at attracting talented students and graduates who are between 20 and 36 years of age.

Must, at the time of application, a) be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or b) be enrolled in a graduate school programme (second university degree or equivalent, or higher); or c) have graduated with a university degree and, if selected, must commence the internship within one year of graduation.

Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.

Depending on experience and location, IOM provides a small monthly stipend to help offset costs.

This internship will be supporting the IOM Mission in Montevideo, Uruguay.

## How to apply:

Applications must be submitted until April 28th, 2024

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.

Curriculum vitae together with motivational letter for the position should be sent to e-mail address: [hr-iomuruguay@iom.int](mailto:hr-iomuruguay@iom.int), until April 28th, 2024, please include the following reference in the subject: UY-VAC-001/24 - RMU Intern

## Posting period:

From 04.04.2024 to 28.04.2024