



IOM International Organization for Migration  
OIM Organisation internationale pour les migrations  
OIM Organización Internacional para las Migraciones

## **Terms of Reference**

**Duty Station:** Country Office, Pretoria, South Africa  
**Position Title:** Intern (HR/Admin/Finance)  
**Type of Appointment:** 6 months INTERNSHIP

### **A. General Functions**

Under the supervision of the Resource Management Officer in IOM Pretoria the Intern will provide administrative and financial support to the Resource Management Unit:

In particular his/her responsibilities will be:

#### **HR and Administration:**

- 1) Assist with updating and filing of staff personnel and other related records
- 2) Assist with staff travel and accommodation arrangements, visa requirements and other correspondence with local Government.
- 3) Assist with the arrangement of interviews
- 4) Assist with the preparation of staff induction files
- 5) Any other duties that may be assigned

#### **Finance:**

- 1) Assist with the management of the department's filing and archiving system; and retrieving documents as required
- 2) Assist with the verification of medical and other invoices and the preparation of payment requests.
- 3) Assist with the preparation of staff travel expense claims
- 4) Assist with month-end accounts closure.

5) Any other duties that may be assigned

### **B. Required Qualifications**

- Senior Matric Certificate
- In the process with Diploma/Degree in Business Administration, Human Resources, Finance
- Good data entry skills
- Working knowledge of Microsoft office and other software applications

### **C. Required Skills and Competencies**

- Personal commitment, efficiency and results driven
- Sound organizational skills with strict attention to detail
- Excellent communication skills
- Strong interpersonal skills and ability to work as part of a diverse team
- Flexible and able to adapt quickly to new, different environments
- Objective and analytical
- Capable of working under pressure

**ONLY HOLDERS OF SOUTH AFRICAN CITIZENSHIP OR PERMANENT RESIDENCE STATUS CAN APPLY**

### **Mode of Application:**

If you believe to be qualified for this position please send your detailed CV, completed Internship Application Form (scroll down) to [pretoria cvs@iom.int](mailto:pretoria cvs@iom.int) or fax to 012-342 0932 (HR Department).

Please quote **INTERNSHIP (HR/ADMIN/FINANCE)**

**Closing Date: 10 February 2012**



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**Annex A: Application Form**

**APPLICATION FOR INTERNSHIP**

Pretoria, South Africa

- 1. Full name of applicant: \_\_\_\_\_
- 2. Current university /Institutional affiliation: \_\_\_\_\_
- 3. Programme/Field of study: \_\_\_\_\_
- 4. Degree expected: \_\_\_\_\_ Masters \_\_\_\_\_ Doctorate \_\_\_\_\_ Other \_\_\_\_\_
- 5. Date degree will be granted (Day/Month/Year): \_\_\_\_\_

6. Briefly explain your reasons for applying to the IOM Internship Programme. Please include specific objectives and expected benefits/outcomes of the internship

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**7. Requested dates for Internship: ((IOM only accepts interns for a minimum of 2 months and a maximum of 6 months)**

Dates: From: \_\_\_\_\_

To: \_\_\_\_\_

**8. Preferred hours for Internship (please tick one)**

**Full-time (40 hours per week)**

**Part-time (please specify the hours requested and why)**

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**9. Preferred Placement (Please tick one)**

South Africa (Country Office)

South Africa (Regional Office)

South Africa (Field Office)

Other IOM office in Southern Africa (Please specify) \_\_\_\_\_

(Please note that IOM does not guarantee the placements of interns at their preferred location/office)

**10. Statement of understanding of the conditions of the Internship**

I understand that, should I be accepted as an intern at IOM Pretoria, South Africa), the following conditions will apply:

- a) Status: Although not considered a staff member of IOM, I shall be subject to the authority of the Regional Director and the authority delegated by him to the Heads of Divisions, Units and Offices. I

understand that I am not entitled to the privileges and immunities accorded by member states to IOM, its officials and staff members.

- b) **Medical Health and Life Coverage:** Interns are covered against occupational accidents and occupational illness under the Compensation Plan, regardless of the location of the assignment. Interns are however NOT covered for non-occupational accidents and illnesses and therefore they will be responsible for their own world-wide health coverage during the period of the Internship at IOM.

Please state your medical and life insurance coverage during the internship period (Your application will not be processed unless you provide this information. A copy of your insurance documents must be provided to the HR unit before commencement of the internship).

**Medical Insurance:**

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**Life Insurance:**

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- c) **Medical Clearance:** I will be required to obtain a medical clearance prior to the commencement of the internship and issuance of a contract. Internships for three months or less require only a fit to work medical certificate from a Medical Practitioner, issued no earlier than two months before the beginning of their assignment. Internships for longer than three months require a full Entry on Duty medical examination (required for Field Employees) if the placement is in the country of residence, otherwise a full Entry on Duty medical examination (required for Officials), if the placement is outside the intern's country of residence. Documentation in all instances will be supplied by the HR unit in IOM Pretoria, South Africa.
- d) **Passports and Visas:** I will be responsible for obtaining necessary passport and visas when required. IOM will only issue a letter stating acceptance of an individual as an intern and the conditions governing the internship.
- e) **Confidentiality and Publication of Information:** As an intern, I will respect the confidentiality of information that I collect or am exposed to at IOM. No intellectual property (reports, papers, data etc.) may be published based on information obtained from IOM without the explicit written authorization of the Regional Director or Chief of Mission.

- f) Employment Prospects: The IOM Internship Programme is not connected with employment and there is no expectancy of the Intern to be offered a contract after the Internship. Interns may however apply for vacancies advertised externally and will be subject to the same screening and recruitment process as other external candidates.
- g) A 2-page statement of interest should accompany this application form. (Your application will not be considered without a statement of interest)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_