



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

Internship Offer

International Organization for Migration (IOM), Bern, Switzerland

Duration: 6 months, full time (100%)

Background

The International Organization for Migration (IOM) with Headquarters in Geneva is the leading international organization for migration encompassing a variety of migration management activities throughout the world.

Since July 1994, IOM has had a Coordination Office in Bern which co-operates closely with the Swiss Federal Office for Migration (FOM), cantonal return counseling offices, NGOs and the Swiss Development Co-operation (SDC). The main focus of IOM Bern's work lies in voluntary return and reintegration assistance for rejected asylum seekers who wish to return to their country of origin. In addition, IOM Bern works in the field of research and training on trafficking in human beings in Switzerland, and has a liaison role for Swiss funded programmes worldwide in the field of migration.

Description of internship tasks

General Functions: Under the supervision of Chief of Mission IOM Bern, and in close co-operation with the IOM Bern Program Officer, the successful candidate will have the following duties and responsibilities:

1. Provide assistance in the coordination and organisation of voluntary returns of asylum seekers. This includes working on the individual files for voluntary return that IOM Bern receives, in close contact with IOM offices in the countries of return, the Federal Office for Migration and the cantonal return counsellors.
2. Assist in the preparation of voluntary return by providing concrete information to cantonal return counsellors on reintegration possibilities in countries of return in cooperation with the respective IOM offices.
3. Update communication material related to Assisted Voluntary Returns programs (brochures, flyers, stories of returnees, IOM Bern website).
4. Assist in formulating a new concept on communication related to assisted voluntary return.
5. Translate documents related to IOM Bern programs into German or French.
6. Attend meetings or workshops, including the drafting of summaries/notes.
7. Assist in preparing statistical analysis and project reports.
8. Assist in general administrative tasks.

IOM Bern

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9. Perform such other duties as may be assigned by the Chief of Mission of IOM Bern.

Requirements:

- University degree (BA or MA or equivalent)
- Fluent in French or German and very good working knowledge in the other respective language; very good knowledge of English
- Age limit: 36 years
- Less than two years of relevant work experience

Further desirable qualifications:

- Experience abroad (work /studies/training)
- Some background (academic or work) in the field of migration
- Some previous experience in the field of communication
- Some knowledge about Swiss migration policy
- Good communication skills
- Ability to prepare clear and concise reports
- Good knowledge of Microsoft Office applications (Word, Excel, Access)
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds

Training/Briefings:

All new interns will receive briefings from IOM Bern staff members. In addition, interns have the possibility to visit an IOM return counsellor in one of the Swiss Federal Reception Centres for asylum seekers. Normally, interns can also attend briefings at the main counterparts (Federal Office for Migration in Bern) and at IOM Headquarters in Geneva.

For every intern, continuous feedback by the supervisors, a midterm and final review and a certificate are foreseen.

Allowances:

Interns will receive CHF 600 per month if they are not supported by a scholarship or a job placement programme.

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