



International Organization for Migration (IOM)
The UN Migration Agency

Call for CV / Expression of Interest

Internship Title : **Data Management Internship**
Duty Station : **Cairo, Egypt**
Type of Appointment : **Paid Internship Assignment**
Duration : **9 Months**
Estimated Start Date : **As soon as possible**
Closing Date : **26 January 2022**
Reference number : **CFCV/2022/01**

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.

1. Learning Objectives:

Working under the overall direction of the Chief of Mission and the Chief medical Officer and the direct supervision of the Senior Data management and Reporting Assistant, the intern will assist with the Data related operational activities in MHAC.

Tasks will include:

- Assist in Registering applicants and maintaining individual accounts while keeping records of applicant's interactions, process applicant's accounts and file documentation.
- Answer incoming calls of Self-paying applicants and provide information on IOM Services.
- Assist with Data related operational aspects of the programmes in MHAC in conjunction with Data team staff.
- Call the applicants to set appointment and ensure they have been informed with all needed details and send the daily appointment list.
- Attend internal meetings of Data related operational areas of MHAC's activities.
- Assist with the preparation of situational and statistical reports on activities as assigned.

- Assist in Coordination and Transmission of the applicant's files with other IOM Field Missions and Concerned authorities as necessary.
- Prepare applicant's file upon receiving the daily appointment list.
- Facilitate the file rotation between MHAC units considering IOM data confidentiality.
- Maintain the MHAC archiving system (soft and hard copies).
- Taking photos and upload on the IOM approved software as needed.
- Undertake all other tasks as may be assigned by the supervisors.

2. Required Education and Experience:

- Currently enrolled in the final academic year of a first university degree programme; or enrolled in a second university degree;
- or recently graduated from an accredited academic institution, preferably in Business administration, Mass communication, faculty of arts, Faculty of Law or commerce. Internship must commence within one year of graduation

3. Languages:

- Fluency in English and Arabic is required.

Notes

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

4. Required Competencies:

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

- 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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

5. How to apply:

Interested candidates are invited to submit their CV and cover letter not later than **Wednesday, 26 January 2022**, Cairo time on [Careers | IOM Egypt](#) . Late submissions will not be considered.

Applications with missing documents will be treated as incomplete and will not be considered for further assessment.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.

6. Posting period:

From 12.01.2022-26.01.2022