



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Human Resources Internship
Position grade	N/A
Duty station	Tegucigalpa, Honduras
Position number	INT 002 2024
Job family	Human Resources
Organizational unit	Resource Management Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	Not applicable
Reports directly to	Senior Human Resources Assistant
Number of Direct Reports	Not applicable
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the overall supervision of the Resource Management Officer (RMO) in Tegucigalpa, Honduras and direct supervision of the Senior Human Resources Assistant; and, in collaboration with relevant units and colleagues at the Country Office, the successful candidate will be responsible and accountable for managing the following Human Resources Internship responsibilities.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Provide clerical assistance for the smooth running of the Human Resources processes and activities in the office.2. Digitize and maintain orderly personnel files of staff, instructions, bulletins and other documents in the Human Resources Unit (electronic and/or hard copies).3. In collaboration with the Human Resources Assistants, complete and keep up to date the HR assets inventory.4. Immediately report to the supervisor any problems related to the daily work and give suggestions on a regular basis on how to improve the effectiveness of work and processes.5. Assist in the retrieval, drafting and formatting of reports, letters, notes and other Human Resources-related correspondence as directed.6. Support the organization of any Human Resources events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.7. Perform other related duties as assigned.	

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- High School diploma with two years of relevant experience; or,
- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with one year of relevant professional experience.

EXPERIENCE

- 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,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

1. Excellent communication and interpersonal skills
2. Integrity and professional ethic.
3. Discretion in the handling of confidential and sensitive information.
4. Proactivity to develop control tools that allow them to carry out their activities in an organized manner and timely manner.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in Spanish is Required. Intermediate English is required (oral and written).	Fluency in English (oral and written)

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- 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.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

COMO APLICAR: Candidatos interesados enviar su CV y Carta de Interés al correo recursoshumanoshonduras@iom.int con el código de la pasantía (INT 002 2024) en el asunto del correo a más tardar el 22 de septiembre de 2024.