



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR APPLICATION

Position Title : **Finance and Administrative Intern**
Duty Station : **Caracas, Venezuela**
Classification : *Internship*
Contract duration : **From two to six months (renewable upon agreement).**

Closing Date : **April 27th, 2025**

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.

Context:

IOM established its operations in the Bolivarian Republic of Venezuela (hereinafter: Venezuela) in 1952. Across the country IOM provides a comprehensive response to the humanitarian needs of migrants, internally displaced persons, returnees and host communities through humanitarian direct assistance, and a variety of other efforts.

The successful candidate will work under the overall supervision of the Chief of Mission and the Direct Supervision of the Head of Resources Management Officer and the Finance and Administration Officer.

Core Functions / Responsibilities

1. Type, format and draft routine correspondence; collate tables, reports, presentations, publications, and other documentation;
2. Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith;
3. Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere;
4. Assist with arranging for travels: organize transport, logistics, accommodation, documents;

5. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
6. Prepare necessary receipt and journal vouchers;
7. Perform other related duties as assigned.

Training Components and Learning Elements:

It is expected that the selected intern will:

- Be exposed to and actively learn from 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.

Required Qualifications and Experience

Education

- Applicants to IOM internships must, at the time of the application, meet one of the following requirements:
 - a) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent in Finance, Administration, Accounting or related field); or
 - b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
 - c) Have graduated with a university degree (as defined in (a) or (b) above) and, if selected, must commence the internship within one year of graduation.

Languages

- Fluency (oral and written) in Spanish is required. Fluency (oral and written) in English is desirable.

Required Competencies

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

How to apply:

- The duration of an internship at IOM is from two to six months, renewable upon agreement of both the supervisor and the intern, up to a maximum of nine months.
- The internship is normally on a full-time basis. Part-time internships may also be accepted if this option meets the needs of the work department/division/office/unit as well as those of the intern.
- Interested candidates are invited to submit their applications via email to iomvacantesvzla@iom.int by April 27th, 2025 at the latest, **attaching the resume in IOM format**.

In order for an application to be considered valid, please consider these instructions:

- IOM only accepts online profiles duly completed.
- Only shortlisted candidates will be contacted.
- Contract issuance subject to funding availability.
- Indicate **"VZ-CT-173 Finance and Administrative Intern"** in the email subject.
- This vacancy is only available for local citizens or foreigners with right of residence and right to work in the country.

Posting period: From 14/Apr/2025 to 27/April/2025