FOR INTERNS IN ADMINISTRATIVE CENTRES, REGIONAL OR COUNTRY OFFICES:

Learning Objectives

IOM Panama

Working under the overall direction of the Head of Human Resources Advisory Services, the intern will assist with the operational activities of the HRAS Unit. Tasks will include:

• Support the HRAS Team Leads on activities and operational procedures for human resources.
• Assist HR Focal Points on relevant HR requests in conjunction with HRAS Team leads.
• Implement a digitalization filing system for internal files, instructions, bulletins, and other documents in the HRAS SharePoint (electronic and/or hard copies).
• Assist with the preparation of statistical reports on activities as assigned.
• Assist in the retrieval, drafting, and formatting of reports, letters, notes, and other Human Resources-related correspondence as directed.
• Support the organization of meetings, training activities, and other Human Resources events by carrying out logistical activities such as arrangements of meeting facilities, equipment, and materials, preparation of correspondence, and drafting and assembling of documents.
• Coordinate with other IOM Field Missions, as necessary, to facilitate HR coordination activities.
• Undertake all other tasks as may be assigned.

Benefits:

• Professional experience in a United Nations organization.
• Work with a multidisciplinary team.
• Monthly incentive.

Eligibility criteria:

• Be enrolled in the final academic year of a first university degree.
• Be enrolled in a graduate school programme (second university degree or equivalent, or higher)
• Have graduated with a university degree and, if selected, must commence the internship within one year of graduation.
• All applicants must be between 20 and 36 years of age.
**Others:**

- Location: Panama City, Ciudad del Saber.
- Immediate availability, full-time (5 days a week) and high commitment.

The candidate should send his/her CV, together with a one-page motivation letter to the following e-mail address: pac-recruitment@iom.int with reference to the vacancy: Internship - HRAS.