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## Vacancy Notice

Position Title: Intern  
Duty Station: IOM Beijing Office  
Duration: full time for 2 months  
Estimated Start Date: Immediate  
Closing Date: 20 July 2020

### Introduction:

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.

### Responsibility:

Working under the Chief of Mission, the intern will assist with the operational and program activities of the Mission. Tasks will include:

- Assist with operational aspects of the program in conjunction with local staff;
- Attend related internal meetings;
- Interact with IOM partners on relevant IOM activities;
- Assist with the preparation of reports on activities as assigned;
- Assist with the development of new projects and expansion of existing projects;
- Coordinate with other IOM Field Missions, as necessary, to facilitate project development and implementation; and
- Undertake all other tasks as may be assigned.

### Eligibility Requirements:

Applicants to IOM internships must, at the time of 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); 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.

### Desired Qualifications:

Excellent Chinese and English

### How to apply:

Interested applicants should:

- a) Submit their CV/resume, one-page cover letter via email to IOM Beijing Office at: [mrli@iom.int](mailto:mrli@iom.int)
- b) Please mark the subject line of your email with "Application – Intern"