



International Organization for Migration (IOM)
The UN Migration Agency

HR Intern [IOM 2024-01]

Working under the overall supervision of the National Resources Management Officer, the intern will assist with the operational activities of the IOM Hungary Mission. Tasks will include:

- Provide clerical assistance for the smooth running of the Human Resources processes and activities in the office such as updating trackers and databases;
- Provide general assistance in recruitment processes including but not limited to circulation of vacancy announcements, interview arrangements, preparation of materials necessary for the interviews and technical test, support with reference checks, sending out messages to candidates, etc;
- Provide support to the maintenance of personnel files of staff, instructions, bulletins and other documents in the Human Resources Unit (electronic and/or hard copies);
- Support the organization of meetings, training activities and other 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;
- Assist in developing HR file structure on Share Point and preparing reports and statistics;
- Undertake all other tasks as may be assigned.

Eligibility requirements

Applicants to IOM internships:

- Must, at the time of application, 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 and, if selected, must commence the internship within one year of graduation;
- Must be between 20 and 36 years of age;
- Should have a working knowledge of English (both oral and written); Knowledge of Hungarian language is a distinct advantage;
- Some experience in an office environment is preferred;
- Experience with Microsoft Office Suite is an advantage;
- Shall have excellent interpersonal and communication skills;
- Shall have ability to work in a fast-paced, team-oriented environment;
- Shall have solid organizational skills and attention to detail.

Other

This internship is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.



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As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

How to apply:

All applications consisting of the CV and a motivation letter in English should be addressed to iombudapestrecruitment@iom.int quoting the above notice number (HR Intern - IOM 2024-01).

Closing date: 10 April 2024

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.