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## Vacancy Notice

Position Title: Intern  
Duty Station: IOM Mission in China  
Duration: full time for 6 months  
Estimated Start Date: Immediate  
Closing Date: November 29, 2019

### Introduction:

Established in 1951, IOM is a related organization of the United Nations. A leading UN agency in the field of migration, it works closely with governmental, inter-governmental 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:

Under the overall supervision of the National Program Officer, the intern will help implement primarily the Project on Assisted Voluntary Return and Reintegration and provide assistance to those applicable Chinese nationals returned from overseas.

Detailed tasks will include:

1. Maintain communication with returnees:
  - Answer calls or emails from returnees, and advise on the available assistance options;
  - Provide advice on reintegration business plan parameters and guidance to fill out business plans;
  - Translate business plans into Chinese.
  - Inform the family about the returnee's health condition and departure time as appropriate.
2. Coordinate between the sending mission and returnees:
  - Convey the business plan to the sending mission;
  - Pass the advice on the business plan by the sending mission to the returnees;
  - Inform the returnees about approval outcome of business plans;
  - Send the scanned copy of invoice/receipts and other essential documents of returnees to the sending mission.
  - Provide the information of specific medicine or treatment for certain diseases to the medical team of the sending mission.
3. Assist with the reimbursement of the costs outlined in the pre-approved reintegration plan:
  - Request the detailed bank information from the returnees and fill out the bank transfer form;
  - Collect a copy of the returnee's ID.
4. Share all relevant documents including receipts/invoices, bank account details, copy of the reintegration letter, copy of IDs etc to the office Accountant and Administration staff after the payment is made to returnees.
5. Make monitoring calls as requested by sending missions and prepare and share monitoring reports.
6. Closely work with the office Administration and Finance staff to collect service fee and make reintegration grant payment.

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IOM Mission in the People's Republic of China

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7. Keep the Supervisor duly informed about all communications with sending missions. For sensitive cases, prior guidance and clearance has to be obtained from the Supervisor before any action is taken.
8. Assist with translation and proof reading of AVRR materials from other missions on an ad hoc basis.
9. Follow closely with updated AVRR guidance from IOM HQs and assist the implementation in the office.
10. Undertake any 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 English and Chinese and good communication skills

**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 – AVRR Intern"