



Position Title : **Resource Management (Accounting) Intern**  
Duty Station : **Office-based Canberra**  
Classification : **Intern, Grade Other**  
Type of Appointment : **Internship, three months with possibility of extension**  
Estimated Start Date : **ASAP**  
Closing Date : **Open**

*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 Australia has had a presence in Australia since 1951. Headquartered in Canberra, IOM Australia serves as a country office and provides coordinating functions and support to the IOM Country Offices in the Pacific.

Under the overall supervision of the Chief of Mission and direct supervision of the National Head of Resource Management, the Resource Management (Accounting) intern will acquire a working knowledge, gain experience working in a United Nations (UN) agency and learn about IOM activities in Australia and the Pacific.

**Core Functions / Responsibilities:**

1. Provide support to the Resources Management Unit (RMU) in financial, procurement, human resources and other administrative activities;
2. Assist RMU in processing the payment and procurement requests,
3. Assist RMU in processing the travel expense claim,
4. Assist RMU in reconciling and clearing the imprest accounts,
5. Assist RMU in monthly accounts closure, such as performing initial checking and record management,
6. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Completed a university degree from an accredited academic institution within 1 year or in final year of study preferably in a field of study related to Business Administration, Accounting, Finances, or related fields.

### **Experience - N/A**

### **Skills**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Ability to maintain confidentiality, patient and willingness to learn new things;
- Able to plan and coordinate effectively to meet deadlines and commitments;
- Ability to work well independently, and within a team.

### **Languages**

Fluency in English (oral and written).

## ***Required Competencies***

### **Values**

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

- 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.

## ***Other***

The intern is required to work in IOM Canberra office physically.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

The internship will be 5 days per week with three months duration and possibility of extension.

IOM is able to offer a stipend and support for intern learning and development needs, however this internship is not a paid position.

Vacancies close at 23:59 local time Canberra, Australia on the respective closing date.

No late applications will be accepted.

## ***How to apply:***

Interested candidates are invited to submit their applications via email to [HRCanberra@iom.int](mailto:HRCanberra@iom.int).

Kindly indicate the reference code INT/AU/002/2022 followed by your full name in the subject line.

Applications should include:

- a) CV
- b) Cover letter
- c) IOM Personal History form which can be downloaded from this link <https://australia.iom.int/careers>

In order for the applications to be considered valid, IOM only accepts the full application documents indicated above to be duly completed and emailed to [HRCanberra@IOM.INT](mailto:HRCanberra@IOM.INT).

Please provide information about how many days per week you could attend, and when you would be able to undertake the internship (e.g. I can undertake an internship 3 days per week, starting any time after 10 June 2022, however would be available full time after 20 June 2022).

Only shortlisted candidates will be contacted.