



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Intern - Korean Visa Application Center (KVAC)
Position grade	Internship
Duty station	London
Position number	
Job family	Immigration Assistance
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office UK
Position rated on	
Reports directly to	KVAC Team Leader
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.</p> <p>In support of the Embassy and Consulate of the Republic of Korea (ROK) in Berlin, Germany, IOM provides administrative visa-related services among three Visa Application Centers in Europe, aimed at making the visa application process more timely and convenient.</p> <p>Working under the overall direction of the Head of Office, and under the direct supervision of the Team Leader of the Korea Visa Application Centre (KVAC), the intern will assist with the daily operational activities of the KVAC. Tasks will include:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Assist the KVAC team on daily activities, including but not limited to receive and sort visa applications delivered by post, passport, and document logistics, ordering visa application supporting documents according to relevant checklist2. Assist the KVAC team with communications to the beneficiaries, following the standard operating procedures in place, including contacting visa applicants for missing documents or for passport collection.	

<ol style="list-style-type: none"> 3. Attend project meetings and training sessions with the project coordinator and other KVAC teams (Paris and Ulaanbaatar). 4. Assist the KVAC team with the preparation of daily, weekly, and monthly reports. 5. Undertake any other task that may be assigned.
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
Student or graduate in Business Administration, Client Services, Social Science or a related field from an accredited academic institution
EXPERIENCE & SKILLS
<ul style="list-style-type: none"> • Ability to work effectively and harmoniously in an international team • Experience in customer service • First experience in administrative work
V. LANGUAGES
Fluent knowledge in spoken and written English. Knowledge of Korean or other official IOM language is an advantage
VI. COMPETENCIES¹
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies</p> <ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

IOM's competency framework can be found at this [link](#).

VII. ELIGIBILITY CRITERIA

Required

Applicants to the IOM internship programme 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
 - 1.
- b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
 - 2.
- c) Have graduated with a university degree and, if selected, must commence the internship within one year of graduation

VII. ELIGIBILITY CRITERIA

Interested candidates must submit updated CV and cover letter (in PDF format and only one file with your name and surname) to LondonHumanResources@iom.int adding "KVAC Intern + SURNAME" in the subject line, no later than **Monday the 22nd of April 2024**.

Please note that only successful candidates will be contacted, due to the high volume of applications.