



Open to Internal and External Candidates

Position Title : **Intern - Korea Visa Application Centre (KVAC)**
Duty Station : **Berlin, Germany**
Reference Code : **Intern-DE1-2023-04**
Classification : **MSA**
Type of Appointment : **5 Months; 40hrs/week**
Estimated Start Date : **As soon as possible**

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.

Context:

In support of the Embassy and Consulate of the Republic of Korea (ROK) in Berlin, Germany, IOM will be providing administrative visa-related services among nine Visa Application Centers in all Europe, aimed at making the visa application process more timely and convenient.

Working under the overall direction of the Chief of Mission, 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:

Core Functions / Responsibilities:

- 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 checklist
- 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.
- Attend project meetings and training sessions with the project coordinator and other KVAC teams (Paris, London and Ulaanbaatar).
- Assist the KVAC team with the preparation of daily, weekly, and monthly reports.
- Undertake any other task that may be assigned.

Required Qualifications and Experience

Education

Student or graduate; preferably in Information Technology, Computer Sciences, IT Management, or similar.

Experience

- Ability to work effectively and harmoniously in an international team
- High level of computer literacy in standard MS Office products with specific proficiency in MS Excel
- First experience with customer service and/or assistance to public

Languages

Fluent knowledge in spoken and written English. Knowledge of German and/or Korean or other official IOM language is an advantage

Required Competencies

Values

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

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- 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.
- Managing and sharing knowledge continuously seeks to learn, share knowledge and innovate.

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

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa, and authorizations by the concerned Government, where applicable.

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

How to apply:

Interested candidates are invited to submit their applications including a cover letter (not exceeding one page), CV and relevant certificates and references by email at iomdejobs@iom.int.

Please indicate your name, reference code and position title in the email subject.

Due to the large volume of applications, only shortlisted candidates will be contacted.

Posting period:

From 18 April 2023 to 12 July 2023.

Contact

International Organization for Migration / Germany
Human Resources
Ms Lizzy Gwanihu
Email: iomdejobs@iom.int.