



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

VACANCY NOTICE FOR INTERNSHIP POSITION

Vacancy No:	IOM/098/11
Functional Title:	Intern - Information Technology and Communication
Department:	Information Technology
Duty Station:	Nairobi (Kenya)
Duration of Assignment:	3 to 6 months

1.0 Background Information

The primary function of the Information Technology and Communication Unit (ITC) is to enhance the functions of the Coordinating Office for the Horn of Africa, IOM Nairobi, through providing daily technical support and troubleshooting of all computer systems with consideration to the needs and requirements of the mission.

2.0 Objective of the Assignment

Working under the overall supervision of the Resources Management Officer, and direct supervision of the Snr ITC Assistant, the Intern will provide daily technical support and troubleshooting of all computer systems and networking with consideration to the needs and requirements of the mission.

3.0 Job Description:

- Implementation, management and maintenance of Information Technology and Communication services in the Mission.
- Providing onsite support in house systems in the Mission.
- Installation, configuration and upgrading desktop and laptop computers and software used in the Mission.
- Providing appropriate IT/Communication training to all users in the Mission.
- Maintaining necessary documentation for system maintenance and support procedures in the mission.
- Performing any other duties as required for time to time.

4.0 Personal Development:

Gain knowledge of IOM IT requirements and standards. Acquire technical knowledge in the area of Information Technology, including Network Maintenance and Support and Helpdesk Management.

5.0 Required Qualifications

- Diploma/Bachelor's degree in software engineering and/or computer science.
- A minimum of 2 years of experience in LAN/WAN networking environment

6.0 Required Skills and Competencies:

- Experience with HP/Compaq, IBM, Cisco and Siemon equipment
- Ability to design and configure networks
- Excellent communication and analytical skills.
- Computer skills: use of database software (Microsoft SQL and Access), Professional-level computer skills (Microsoft Office) which should entail development of macros and formulas in excel.
- Accuracy in handling and reporting data.
- Required IOM functional competencies: effective communicator, creative and analytical thinker, active learner, team player, and cross cultural facilitator.
- Able to work, independently in stressful conditions, dynamic and results-driven.
- Fluency in both written and spoken English.

Mode of Application:

Submit Cover Letter and CV including daytime telephone and email address to: International Organization for Migration (IOM), Human Resources Department, PO Box 55040-00200 Nairobi – or – send by email to hrnairobi@iom.int

Closing Date: 23rd September 2011