



July 2017

## **Internship Opportunity – Global Forum on Migration and Development Business Mechanism (Ref. IOE-intern- GFMD -2017)**

**The International Organisation of Employers (IOE)** is the largest network of the private sector in the world, with more than 150 business and employer organisation members. In social and labour policy debate taking place in the International Labour Organization, across the UN and multilateral system, and in the G20 and other emerging processes, the IOE is the recognized voice of business.

The IOE seeks to influence the environment for doing business, including by advocating for regulatory frameworks at the international level that favour entrepreneurship, private sector development, and sustainable job creation.

**The Global Forum on Migration and Development (GFMD)** is the key international forum to address migration and development interconnections, with a focus on action. It is an informal, non-binding, voluntary and government-led process that reflects the progressive acknowledgement of the value of multilateral approaches to migration and development.

The International Organisation of Employers (IOE) coordinates the work of the GFMD Business mechanism, which serves as a platform for interaction between the private sector and GFMD participating States. The aim of this public-private partnership is to advocate for migration policies that take into account labour market needs.

<http://gfmdbusinessmechanism.org>

The IOE offers a unique opportunity to gain insights in global policy development, both from a technical as well as a political perspective. You will gain a better understanding on how migration policies influence business and how business interact with governments and NGOs. The IOE team consists of high skilled professionals that have different backgrounds, both educational as cultural.

### **Internship description:**

### **Responsibilities:**

You will support the Head of Stakeholder Engagement with:

- The communication strategy of the GFMD Business Mechanism and its implementation on the Website and on Twitter
- The organization of high-level meetings and events (logistical and content preparation and follow-up)
- Research on private sector best practices on migration worldwide
- Outreach activities to governments (UN Missions in Geneva), to businesses, as well as to international organizations.
- Fund raising
- General administrative support

**Qualifications :**

- University degree in International law - International affairs - Journalism or equivalent is required.
- Strong interest in the governance of international migration (previous participation in a UN meeting on migration would be a highlight)
- Strong organizational and interpersonal skills
- Ability to work with strong attention to detail
- Office tools such as MS Office and Wordpress.
- Fluent in English. Spanish and French are a plus
- Holder of Swiss resident's permit

**Conditions :**

- Starting date : September 2017
- Based in Geneva
- Full-time schedule of five days (40 hours) per week
- Duration: 6 months
- Gross salary of CHF 1'800 per month

**How to Apply:**

To apply, please send a *curriculum vitae* and a cover letter in English expressing why you are interested in the position to [recruitment@ioe-emp.com](mailto:recruitment@ioe-emp.com) **at your earliest convenience and by 15 August 2017 at the latest.** Please note that the recruitment process might close before the deadline if the right candidate is found.