

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Programme Support |
| Duty Station | Bujumbura, Burundi |
| Job Family | Programme Support |
| Organizational Unit | Programme Support Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office based position |
| Reports directly to | Project Development Unit Coordinator |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM) is an intergovernmental organization created in 1951 which occupies a leading position on the migratory scene. Composed of 173-member states, plus eight other states with observer status, IOM has offices in more than 100 countries. IOM works closely with governmental, intergovernmental and non- governmental partners to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. Since September 2016, IOM has become the United Nations migration agency.

IOM has been operational in Burundi since 2010 with a central office in Bujumbura, and sub-offices in Gitega, Ruyigi, and Muyinga. IOM Burundi works in cooperation with the Government of Burundi in addressing humanitarian needs, reducing vulnerabilities through long-term interventions, and supporting progress towards achieving durable solutions for displaced populations, tailored to local needs and priorities.

SUPERVISION

Under the overall supervision of the Chief of Mission and the direct supervision of the Project Development Unit Coordinator, and in close coordination with relevant coordinators and project managers in Burundi, the Programme Support Intern will perform to support the mission’s monitoring and evaluation assignments, as well as to assist the project development and reporting.

SECTION 3

Responsibilities and Accountabilities

1. Assist with M&E assignments, method and tools, participating in management of the monitoring and evaluation process, as well as building and sharing knowledge on monitoring and evaluation of the mission;
2. Coordinate relevant projects in close consultation and synergy with the technical units, follow up on implementation of projects, assess indicators to measure results and impact of IOM’s activities, and support the periodic regular programme update and contribute to internal knowledge management;
3. In coordination with the Project Development and Reporting Officer, and all relevant colleagues, provide support at the design stage of programmes/projects, including developing project and setting up a framework with defined indicators, in line with the IOM project development and implementation handbook;
4. In coordination with project managers and all concerned colleagues, provide feedback into project/programme, including comments on various reports;
5. Coordinate contributions and compile various periodic reports including the yearly and mid-term reviews, IOM inputs into the United Nations Country Team (UNCT) work, as well as inputs for other reports;
6. Perform such other duties as may be assigned.

TRAINING COMPONENTS AND LEARNING ELEMENTS

The Intern will gain experience in working in an international multicultural environment, within the United Nations system.

* Gain experience in organization, management, and international cooperation activities.
* Gain a better understanding of IOM’s work, as an inter-governmental organization in the field of Migration, and work on formulating and editing institutional strategies, priorities and workplans.
* The Intern can also access online training courses at the disposal of all IOM staff.
* The Intern will have the possibility to interact with IOM staff within Headquarters and IOM Missions.

SECTION 4

Required Qualifications and Experience

EDUCATION

* Master’s degree in Political or Social Science, Economics, International Relations and/or Law or a related field from an accredited academic institution; or
* University degree in the above fields with two years of experience.

EXPERIENCE

* Experience in project development;
* Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis;

SKILLS

* Knowledge of UN and bilateral donor programming;
* Knowledge of project management;
* Knowledge in rendering M&E results will be desirable;
* Familiarity with migration and internal displacement related issues;
* Knowledge and familiarity in the region will be desirable.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English and French is required (oral and written).

DESIRABLE

*n/a*

SECTION 6

Competencies[[1]](#footnote-1)

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 1

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

NOTES

Eligibility and Selection

In general, the Internship Programme aims at attracting talented students and graduates who:

a) have a interest in, or whose studies have covered, areas relevant to IOM programmes and activities;

b) are either enrolled in the final academic year of a first university degree programme

(minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

* Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.
* Please consider the cost of living in the duty station prior to applying.

SECTION 7

Signatures

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| --- | --- |
| 1st Level Supervisor | Date |
|  | Click here to enter a date. |
| 2nd Level Supervisor | Date |
|  | Click here to enter a date. |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)