

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Labor Mobility and Social Inclusion |
| Duty Station | Cairo, Egypt |
| Job Family | Labor Mobility and Social Inclusion |
| Organizational Unit | Labor Mobility and Social Inclusion |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Regional Office |
| Reports directly to | Senior Regional Thematic Specialist on Labor Mobility and Social Inclusion |
| 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 175-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.

Among the 17 countries covered by IOM’s Regional Office in Cairo are established countries of destination such as the Gulf Cooperation Council (GCC), as well as countries of origin of labour migrants like Sudan, Egypt, Tunisia, Morocco.

These regional migration dynamics offer opportunities to leverage migration to support local and national development efforts. However, they also come with risks relating to migrant protection, social conflict and, more recently, with significant implications for migrants ́ health and sustainability of livelihoods dependent on remittances in the context of the COVID-19 pandemic.

IOM’s Labour Mobility and Social Inclusion (LMD) programmes seek to mitigate the risks and augment the opportunities of labour mobility. International labour migration is playing a growing role in an increasingly interconnected global economy. Workers have become ever more mobile, engaging in temporary and circular migration, as well as onward and return migration. These dynamics are present throughout MENA region in terms of migratory patterns, investment patterns, and remittance uses in countries of origin. More recently, temporary and seasonal labour channels, as well as more permanent labour migration, have been established between EU and non-EU Member States in Northern Africa.

While the COVID-19 outbreak has significantly reduced the regular movement of persons across borders and impacted established labour mobility corridors, longer term demographic and labour market trends indicate that labour migration will play an increasingly important role in the region. IOM works to maximize the positive impacts of migration for migrants, their families and the broader community in countries of origin and destination. This work includes facilitating labour mobility and enhancing government capacity to effectively manage labour mobility; strengthening links between migration and development, (particularly through diaspora engagement in development initiatives); and supporting migrant integration and social cohesion in communities of destination.

SUPERVISION

The Intern will work under the overall guidance of the Regional Director for the MENA Region and the direct oversight of the Senior Regional Thematic Specialist on Labor Mobility and Social Inclusion. The Intern will support the unit in the development of the mission portfolio as well as routine knowledge management, including the organization of trainings and learning opportunities in key cross-cutting areas as well as the maintenance of the unit’s SharePoint site.

SECTION 3

Responsibilities and Accountabilities

1. Assist the LMD regional unit in preparation and drafting of new project proposals related to the LMD portfolio;

2. Assist the LMD regional unit in strengthening IOM’s cooperation with partner organizations related to joint project development

4. Assist in the preparation and follow up of monthly work updates including liaison with field missions in the region;

5. Support the development and coordination of knowledge products and information materials tailored to the needs of project development and partnerships objectives and work plans.

6. Support the development and maintenance of the unit’s information and knowledge resources in a user-friendly and coherent manner;

7. Collect, track and analyse labour migration and project data generated by IOM activities, including M&E; in coordination with RO Data and RES and ROMEO team

8. Prepare high-quality presentations, talking points and other outreach materials.

9. Assist in the organisation of workshops, conferences, regional trainings and webinars for the LMD regional unit and projects in the region;

10. Assist in the preparation for and participate in internal and external meetings, and draft notes for file; and

11. Perform other such 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

* Be enrolled in the final academic year of a first university degree programme in law or political economy or economics or social sciences with specialization or some background in Labor migration and/or Migration and Development, or a related field from an accredited academic institution (minimum Bachelor’s level or equivalent); or
* Be enrolled in a graduate school programme in any of the above (second university degree or equivalent, or higher); or
* Have graduated with a university degree (as mentioned above) and, if selected, must commence the internship within one year of graduation.

EXPERIENCE

* Experience with social media and communication platforms, in particular Teams and SharePoint on MS 365

SKILLS

* Understanding and knowledge in the creation of knowledge management products;
* Ability to timely understand the Organization’s structure and portfolios;
* Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
* Very good communication skills
* Proven ability to produce quality work accurately and concisely according to set deadlines;
* Very good research skills
* Very good analytical skills
* Very good writing skills
* Practical experience of how-to multi-task, prioritize and work independently

SECTION 5

Languages

REQUIRED

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

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

DESIRABLE

Working knowledge of Arabic

SECTION 6

Competencies[[1]](#footnote-2)

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 |
|  |  |
| 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-2)