

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Programme Support (Protection) |
| Duty Station | Dili, Timor-Leste |
| Job Family | Programme Support |
| Organizational Unit | Programme Support |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Reports directly to | Protection Officer |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. IOM is part of the United Nations system, as a related organization.

IOM supports migrants across the world, developing effective responses to the shifting dynamics of migration and, as such, is a key source of advice on migration policy and practice. The organization works in emergency situations, developing the resilience of all people on the move, and particularly those in situations of vulnerability, as well as building capacity within governments to manage all forms and impacts of mobility.

The protection risk in Timor-Leste is also related to various aspects on top of environmental factors, such as social, economic, and political factors. Timor-Leste has a history of political instability and conflict and still faces challenges in providing adequate security for citizens, ensuring the rule of law, and addressing human rights issues. This involves giving protection measures to migrants (both Timorese abroad and or foreign migrants in the country), women, girls and other vulnerable groups when they become victims of violence such as GBV and or Trafficking in Persons. These challenges are exacerbated during emergencies; thus the protection of women, children, and marginalised groups is a critical issue that warrants careful attention.

SUPERVISION

Under the overall supervision of the Chief of Mission and direct supervision of the Programme Officer, the Intern will work with the International Organization for Migration (IOM) in Timor-Leste, where migration-related challenges such as internal displacement, natural disasters, and economic vulnerabilities persist. IOM plays a critical role in addressing these issues through targeted interventions that support the government and communities in enhancing resilience and managing migration effectively.

SECTION 3

Responsibilities and Accountabilities

Under the direct supervision of Programme Officer (Protection) the intern will undertake the following tasks:

1. Supports the implementation of all protection activities including the Mission’s counter-trafficking, immigration and border governance programmes, in line with IOM’s policies and practices and donor requirements.
2. Assists mainstream protection principles into the Mission’s other programs – as appropriate, including capacity building of IOM staff, revision of project documents, and inclusion of protection indicators where relevant.
3. Participates in providing inputs for a Mission-wide strategic document on protection (including GBV in crises framework) that will be periodically reviewed and updated. In conjunction with expert consultants and other project staff, provide technical inputs on protection issues through regular briefing and effective communication.
4. Contributed to the capacity building to government counterparts together with technical experts, local civil society organizations, private sector, and nongovernmental organizations, on protection issues related to Mission programmes including such as protection risks (GBV and Trafficking in Persons) as well as immigration and border governance.
5. Participates in project development, project reporting, monitoring and evaluation, presentations, and briefings on IOM projects especially on protection activities.
6. Supports in facilitating programme and donor visibility by drafting situation reports and Information, Education and Communication (IEC) materials.
7. Supports in planning and facilitation of donor monitoring visits.
8. In close coordination with the Programme Manager, participate in international and national events.
9. Undertake travel on duty relevant to the EPC programme, as required.
10. 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 or Bachelor’s degree in Political or Social Sciences, International Relations or International affairs, Human Rights, Law, migration studies or a related field from an accredited academic institution
* Relevant working experience in the related field would be preferable.

EXPERIENCE*:*

* Experience in project implementation or programme development;
* Experience in community engagement, including integrating conflict sensitivity and accountability to affected populations across programmatic interventions;
* Prior experience working on protection of migrants is advantageous.
* Good level of computer literacy, including database applications;
* Strong planning and coordination skills;

SKILLS

* Good communication, writing and organizational skills; ability to prepare clear and concise reports
* Basic knowledge on protection, immigration and border governance, and human rights;
* Demonstrated analytical, writing and reporting skills;
* Strong planning and coordination skills;
* Knowledge of UN and bilateral donor programming.

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 Tetum is desirable.

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)