

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Migration Policy and Partnerships |
| Duty Station | Cairo, Egypt |
| Job Family | Migration Policy |
| Organizational Unit | Regional Policy and Liaison Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Regional Office Middle East and North Africa |
| Reports directly to | Regional Liaison and Policy Adviser |
| 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.

The Regional Policy and Liaison Unit (RPLU), provides technical guidance on policy and strategic engagement with internal and external partners with guidance from the Department of Data, Insight and Policy Coordination (DIPC) and the Office of Partnerships, Advocacy and Communications (OPAC) in Headquarters (HQ).

SUPERVISION

Under the overall supervision of the Regional Director and direct supervision of the Regional Liaison and Policy Adviser, the incumbent will support the RPLO in the coordination within the Regional Office (RO) to other Regional Thematic Units (RTUs) in respect to policy development and liaison. Furthermore, they will provide support to Country Offices (COs) on evidence-based policy guidance, engagement with external partners, and project development.

SECTION 3

Responsibilities and Accountabilities

1. Contribute to the unit’s overall work to strengthen relationship with the regional institutions, UN agencies, academia, and other relevant stakeholders, dissemination of IOM policies and positions, promotion of the Global Compact for Safe, Orderly and Regular Migration (GCM), the migration related Sustainable Development Goals (SDGs) in the 2030 Agenda for Sustainable Development.
2. Assist the analysis of policy trends and draft summary report of key findings.
3. Support the preparation, organization, implementation and follow up of internal and external meetings, events, conferences; including take notes, compile inputs and prepare Note for Files.
4. Draft presentations, concept notes, talking points and background documents required for meetings, conferences, workshops, or other respective events, inclusive of donor and partners coordination.
5. Provide project development support to the SRLPO and the Regional Liaison and Policy Officers (RLPOs), both offline and through PRIMA, on development and reporting of ongoing project activities and expenditures.
6. Support RO Cairo Liaison and Policy Unit communication work including and not limited to drafting press briefing notes, statements, social media posts and other visibility tools while ensuring accurate, effective media-friendly messaging. Assist in dissemination of media content on relevant RO MENA social media and websites.
7. Contribute to coordination with country offices, headquarters and regional offices on respective queries, compilation of requests, and/or organization of regional events.
8. Contribute to outreach and partnership opportunities in the region, inclusive of regional entities.
9. Perform 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

* Be enrolled in the final academic year of a first university degree programme in International/Public Law, Political Sciences, International Relations, Social Sciences, 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 in drafting analytical reports and/or policy briefs.
* Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis; and,
* Experience in research as an advantage.

SKILLS

* In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
* Knowledge of UN and global frameworks covering international migration.

SECTION 5

Languages

REQUIRED

For this position, proficiency in English is required.

DESIRABLE

Working knowledge of Arabic or French.

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 |
|  |  |
| 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)