

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Climate Action |
| Duty Station | Geneva, Switzerland |
| Job Family | Climate Action |
| Organizational Unit | Climate Action Division |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | HQ (CAD Division) |
| Reports directly to | Climate Action Director |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

IOM is committed to addressing the impacts of climate change, environmental degradation, and disasters on human mobility, in line with its mandate. Considering the increasing impact of the Climate Crisis on human mobility, it is important for IOM to expand its vision and ensure a comprehensive response to climate change and human mobility, while driving effective solutions at all levels. IOM created a Climate Action Division to adopt a holistic approach that integrates policies and response, emphasizes innovative and sustainable solutions. IOM will create platforms that amplify the voices of affected populations, safeguard their rights, and acknowledge their freedom of choice regarding whether to remain or migrate.

The office will enhance the role of IOM as the leading agency in this area, ensuring a holistic approach to Climate Mobility as an overarching and integrated in programmes across the operational pillar.

**The Climate Action Division will support the vision of ensuring:**

Comprehensive, evidence and Rights Based Approach to human mobility induced by Climate Change, ensuring sustainable solutions and protection for people in climate- impacted communities and harnessing the power of Climate Mobility.

1. *Climate Action Policy Advocacy*
2. *Climate Mobility Labs*
3. *Climate Finance and Partnership*

SUPERVISION

Under the supervision of the Climate Action Division Director, the Programme Support Officer will support the Climate Action Division by assisting with data collection, research, communication, stakeholder engagement, funding support, project monitoring, and knowledge sharing; and provide overall support for the overall work of the Division to enhance climate mobility efforts and policy advocacy.

SECTION 3

Responsibilities and Accountabilities

The intern will provide CAD with assistance in various areas of its work. Tasks will include:

1. Contribute to drafting reports, presentations, and social media content to share CAD’s work with different audiences
2. Gather and organize data on climate-induced migration to support decision-making and project planning
3. Help organize meetings, workshops, and events by managing logistics, preparing materials…
4. Assist in researching climate mobility issues and preparing summaries to support policy development and advocacy efforts
5. Support tracking project progress, compiling updates, and ensuring activities align with CAD’s goals
6. Support the preparation of internal reports, presentations, talking points, speeches, and briefings
7. Identify emerging trends and opportunities relevant to the thematic area and monitoring developments at global level including working closely with partners, IOM offices and stakeholders
8. Performing other activities as required by CAD

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

* Bachelor’s degree in Political or Social Sciences, Development Studies, Climate Change Studies, Law or related fields from an accredited academic institution.
* Master’s degree in Political or Social Sciences, Development Studies, Climate Change Studies, Law or related fields from an accredited academic institution will be a distinct advantage.

EXPERIENCE

* No professional work experience is required for the participation in the Internship Programme;
* Demonstrated knowledge and experience in the fields of climate change, migration and sustainable development will be a distinct advantage; and
* Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis will be a distinct advantage.

SKILLS

* Knowledge of migration related issues, including climate change and displacement will be a distinct advantage;
* Ability to undertake policy research and prepare reports is required; and
* Ability to organise and complete multiple tasks by establishing priorities is required

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Working knowledge of French is an advantage.

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)