

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern - Monitoring, Reporting and Learning |
| 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 | Programme Support 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.

SUPERVISION

Under the overall supervision of the Chief of Mission and direct supervision of the Programme Support 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

1. **Support M&E Frameworks:** Assist in the development and implementation of monitoring and evaluation (M&E) frameworks to track project progress and impact.
2. **Data Collection & Analysis:** Support data collection, entry, and basic analysis to help assess program effectiveness.
3. **Report Preparation:** Assist in drafting reports and summaries for internal and external stakeholders.
4. **Integration of M&E Findings:** Help compile and organize findings to support project planning and improvements.
5. **Project Design Support:** Contribute to developing project indicators, surveys, and evaluation tools.
6. **Capacity Building Assistance:** Support training sessions and workshops on M&E practices.
7. **Meeting Coordination:** Assist in organizing, documenting, and following up on project meetings.
8. **Work Plan Monitoring:** Help track project activities and timelines to ensure smooth implementation.
9. **Regular Updates & Documentation:** Assist in preparing updates on project activities, challenges, and outcomes.
10. 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

* Bachelor’s degree in Social Sciences, including Economics, Research, Migration etc.
* Relevant working experience in the related field would be preferable

EXPERIENCE*:*

* Experience with data collection, monitoring, and evaluation methodologies, including quantitative and qualitative analysis.
* Proficiency in office software packages (MS Word, Excel, etc.) with knowledge of data management and analysis tools.
* Familiarity with IOM’s administrative processes, reporting, and financial procedures is an advantage

SKILLS

* Good communication, writing and organizational skills; ability to prepare clear and concise reports
* Basic knowledge of monitoring and evaluation concepts, approaches and methodologies;
* Experience in report writing in humanitarian and/or development settings;
* Experience with Results Based Management approach and other strategic planning approaches;
* Knowledge of UN and bilateral donor programming.

SECTION 5

Languages

REQUIRED

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)