

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern - Project Support |
| Duty Station | Harare, Zimbabwe |
| Job Family | Migration and Health Unit |
| Organizational Unit | Migration and Health Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Reports directly to | Project Coordinator for the Migration and Health Unit |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. The Migration Health Division delivers and promotes comprehensive, preventive, and curative health programmes which are beneficial, accessible, and equitable for migrants and mobile populations. IOM’s MHD, in close collaboration with partners, contributes towards the physical, mental, and social well-being of migrants, enabling them and host communities to achieve social and economic development.

One such migration and health project is the SRHR - HIV Knows No Borders Project (KNB Project) implemented in six countries in the Southern Africa region (Kingdom of Eswatini, Malawi, Mozambique, South Africa, Zambia and Zimbabwe). The project is implemented by a consortium of IOM (as the lead agency) and Save the Children International. In Zimbabwe, the project is being implemented in Beitbridge.

SUPERVISION

Under the overall supervision of the IOM Chief of Mission and the direct supervision of the Project Coordinator for the Migration and Health Unit, the successful candidate will be responsible for supporting the implementation of programme/project-related activities. In particular, he/she will:

SECTION 3

Responsibilities and Accountabilities

1. Assist in the planning, coordination, implementation and monitoring of the SRHR-HIV Knows No Borders project activities.
2. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
3. Act as a focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow up on administrative actions, etc.
4. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
5. Draft correspondence on project issues; prepare and update reports, briefing notes and other forms of documentation
6. Perform such other such duties as may be required.

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 Health, 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 (minimum bachelor’s level or equivalent) in one of the following field: Public Health, Nursing Science, Environmental Health, International Development Cooperation, Social Sciences; or
* Be enrolled in a graduate school programme (second university degree or equivalent, or higher) in one of the following field: Public Health, Nursing Science, Environmental Health Political Science, International Development Cooperation, Social Sciences; or
* Have graduated with one of the above university degrees and, if selected, must commence the internship within one year of graduation.

EXPERIENCE

* Experience in Sexual Reproductive Health and Rights programming;
* Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis;

SKILLS

* In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
* Knowledge of UN and bilateral donor programming.

SECTION 5

Languages

REQUIRED

External applicants for this position are required to be proficient in English.

DESIRABLE

Working knowledge of Spanish / 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 |
|  | 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)