

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Digitalization |
| Duty Station | Ulan-Bator, Mongolia |
| Job Family | Programme |
| Organizational Unit | Programme Support |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Reports directly to | Chief of Mission a.i. |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Mongolia joined IOM as a member state in 2008 and opened an office in Ulaanbaatar in 2011. Since then, the mission has worked to address the full scope of migration issues, supporting and developing government capacity to manage migration.

IOM’s activities in Mongolia began with introducing international standards to deliver direct services to victims of trafficking, to support the Government of Mongolia’s effort to combat human-trafficking and Mongolian nationals in return from foreign countries. Today, IOM’s operations have expanded to include strengthening the management of internal migration, enhancing immigration and border management, providing support in situations of emergency and crisis, and assisting migrants with visa processing.

The digital transformation, the exponential spread of digital technologies and digitalization – the use of digital technologies to add value to an organization – offer an opportunity to develop and deliver tailored, innovative services to both migrants and communities.

Recognizing this, IOM Mongolia is interested in developing and adapting its interventions in the field to harness the opportunities of digitalization, while addressing the risks it can bring.

SUPERVISION

Under the direct supervision of the Chief of Mission a.i., the Intern will assist in exploring, researching, developing digitalization-related new programmes and projects in the Country Office.

SECTION 3

Responsibilities and Accountabilities

1. Research on the topics related to Digital Government and Digitalization
2. Assist in continuous consultations with relevant stakeholders to identify synergies with IOM Mongolia’s programmes and make recommendations on donor/ partner engagements, in coordination with the Senior Project Assistant and relevant units within the Mission.
3. Mapping the digital work related to Mongolia
4. Research the global digitalization trend
5. Support other research topics as seen as relevant and needed

Support Workshops and Meetings with partners

1. Logistics support on the meetings and workshops preparations and participate in meetings and note-taking
2. Gather and receive incoming documents from all stakeholders

Others

1. Contribute to timely drafting, compilation and submission of project concept notes and proposals in compliance with donor requirements;
2. Support other/ad hoc activities as seen relevant and needed.

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 Business Administration, Computer Science, IT, Marketing, Engineering, Data Science, Digital Media and Communications, or a related field from an accredited academic institution with two years of relevant professional experience; OR
* Master's degree in the above field.

EXPERIENCE

* Experience in project development and resource mobilization will be advantage.
* Computer/software literate, preferably knowledgeable in Microsoft Office, Adobe applications/software; experience in digital strategy, IT management, etc. will be advantage

SKILLS

* Knowledge of UN and bilateral donor programming
* Advanced English writing, communication and negotiation skills.

SECTION 5

Languages

REQUIRED

For this position, fluency in English is required (oral and written).

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 an 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)