

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern - Research |
| Duty Station | Port Louis, Mauritius |
| Job Family | Programme Unit |
| Organizational Unit | Programme Support Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Reports directly to | National Programme & Policy Officer |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

**Background Information**

Established in 1951, the International Organization for Migration (IOM) is the leading international agency to advance the understanding of migration issues, encourage social and economic development through migration, and uphold the human dignity and well-being of migrants. As the “UN migration agency”, IOM acts with its partners in the international community to:

* Assist in meeting the growing operational challenges of migration management.
* Advance understanding of migration issues.
* Encourage social and economic development through migration.
* Uphold the human dignity and well-being of migrants.

SUPERVISION

Under the overall supervision of the Chief of Mission and direct supervision of the National Programme & Policy Officer, and in cooperation with the Programme Assistant, Communication Assistant and the Resource Management Unit, the Incumbent will The Incumbent will support research and policy related work across a variety of thematic areas including: migration and development; migration, environment and climate change; labour mobility; migration and health, maritime security; migrant protection; etc.

SECTION 3

Responsibilities and Accountabilities

1. Provide research, writing and editing support on migration-related issues relevant to the context of Mauritius and Seychelles;
2. Support the production of knowledge stories/best practices on impact of IOM’s projects and activities;
3. Assist with analyzing reports and preparing detailed, analytical summaries and analysis.
4. Assist in preparing thematic briefs, factsheets and comprehensive reports to be used as inputs for discussions and for the development of proposals and knowledge products;
5. Assist in collecting and disseminating relevant data/ evidence to the IOM Programme team for the purpose of refining projects and developing new proposals;
6. Provide assistance with the design of data collection tools and conducting of research and studies in areas related to migration and development;
7. Provide support in drafting, reviewing and editing of documents, reports and notes, as may be required
8. Provide assistance in drawing together and analyzing quantitative and qualitative data from multiple sources;
9. Provide general research and logistical support for key meetings and products.
10. Participate in collaborative events with stakeholders and partners while providing effective read-outs for future IOM use;
11. Provide assistance in establishing appropriate contacts in academia and think-tank organizations, and, develop research collaborations, above all, in areas related to migration and development;
12. Perform such other relevant 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 or Master’s degree in international relations, political science, development studies, social sciences or a related field from an accredited institution

EXPERIENCE

* Experience in academic writing, research and analysis;
* Demonstrated interest and/or experience in the field of research, analysis, report writing, governance, or development especially in international organizations or NGOs.
* Professional work experience in project implementation would be considered an asset.
* Experience on migration, sustainable development and SDG is an asset.

SKILLS

* Excellent research and writing skills, as well as strong analytical aptitude and strong communication skills;
* Proficiency in using Microsoft Office suite (Word, Excel, PowerPoint)
* Ability to manage workload with minimum supervision and collaborate with a wide range of colleagues while meeting deadlines;
* Familiarity with migration, migrant rights, the different aspects of migration and refugee law, trafficking in persons, and, migrant integration;
* Excellent interpersonal skills: being able to listen and collaborate with a wide range of players, being able to work independently, being pro-active and taking initiative;
* Be able to work both independently and as part of a team.
* Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Fluency in French and/or Mauritian Creole 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)