

TERMS OF REFERENCE

SECTION 1

Position Information

|  |  |
| --- | --- |
| Position Title | Intern - Donor Relations and Resource Mobilisation |
| Duty Station | Sub Regional Office, Pretoria, South Africa |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Sub Regional Office, Pretoria |
| Reports directly to | Regional Planning, Monitoring and Evaluation Officer |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization (IOM) is achieving IOM’s Global mandate on Migration which includes emphasis on the Global Compact on Migration (GCM), IOM’s leading role in the UN Network on Migration and migration related activities of the Sustainable Development Goals (SDGs.).

IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

SUPERVISION

Under the overall guidance of the Sub Regional Director and Chief of Mission for South Africa, the direct supervision of the Regional Planning, Monitoring and Evaluation Officer, the incumbent will support the development of systems, tools, and a knowledge management approach to support donor liaison and resource mobilization

The resource mobilization and donor engagement intern will receive regular feedback on their performance and progress. This feedback will focus on setting clear, achievable goals and addressing any challenges that arise. The intern will benefit from continuous guidance and support, ensuring they develop the necessary skills and knowledge to excel in their role. Special attention will be given to identifying areas for improvement, and fostering a proactive approach to overcoming obstacles. This comprehensive feedback process aims to enhance the intern's professional growth and contribute to the overall effectiveness of the sub-regional office.

SECTION 3

Responsibilities and Accountabilities

In particular he/she will:

1. Research donors active in Southern Africa

* Identify and gather information on potential donors operating in the southern Africa sub region to expand the pool of potential funding sources and enhance the organization's ability to secure funding. This would be done by conducting online research, reviewing donor databases, and networking with relevant stakeholders to compile a comprehensive list of donors.

1. Populate, maintain and strengthen the database of donors active in Southern Africa

* Enter and update donor existing information in the organization's database and regularly input new data, verify existing information and enhance database functionalities.
* Ensure accurate and up-to-date records that facilitate effective donor management and communication.
* To maintain reliable and accessible records for efficient donor engagement and relationship management, keep the donor database current and complete with all necessary contact details, regularly review and update contact information, and ensure data integrity through routine checks.

1. Draft donor briefs

* Prepare concise and informative briefs on donors by compiling relevant data, analyzing donor interests and priorities, and formatting the information into clear, actionable briefs to provide essential background information that supports strategic donor engagement and communication.

1. Support donor focused events, including logistics etc.

* Assist in organizing and managing events aimed at engaging donors by coordinating event logistics, communicating with participants, and ensuring smooth execution of event plans to foster strong relationships with donors and showcase the organization's work and impact.

1. Support the development of donor focused material and knowledge management materials.

* Contribute to the creation of materials tailored for donor engagement and knowledge sharing by collaborating with team members to draft, review, and finalize content, ensuring materials are well-organized and accessible to effectively communicate the organization's mission, achievements, and needs to donors.

1. Perform any other related task 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.\
* Gain experience in research and development of material for targeted audiences

SECTION 4

Required Qualifications and Experience

EDUCATION

Bachelor's Degree in International Relations or a related field from an accredited academic institution, with two years of relevant professional experience in an NGO environment

EXPERIENCE

* Proven work experience
* Knowledge and experience working with excel spreadsheets.
* Knowledge and experience in developing briefs and visually appealing material

SKILLS

* Strong computer skills, including proficiency in MS Office Packages specifically Office word, excel, Power point, outlook, SharePoint
* Personal commitment, efficiency and results-driven
* Strong interpersonal skills and ability to work as part of a diverse team
* Flexible and able to adapt quickly to new, different environments.
* Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision
* Ability to work in multicultural environment
* Ability to work under pressure and with minimum supervision

SECTION 5

Languages

REQUIRED

Fluency in English is required (oral and written).

DESIRABLE

Working knowledge of Portuguese.

SECTION 6

Competencies

ShapeThe 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

|  |  |
| --- | --- |
| 1st Level Supervisor | Date |
|  | Click here to enter a date. |
| 2nd Level Supervisor | Date |
|  | Click here to enter a date. |