

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Partnerships (Private Sector) |
| Duty Station | Kampala |
| Job Family | Partnerships |
| Organizational Unit | Private Sector Partnerships |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Reports directly to | Project Officer (Innovation & Private Sector) |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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. IOM is committed to a diverse and inclusive environment.

Uganda has been experiencing a growing impact of climate change in recent years. In addition, the country is hosting more than 1.4 million refugees, mainly from South Sudan and the Democratic Republic of Congo (DRC). Frequent and more severe extreme weather events, combined with gaps in disaster preparedness, limited funding, and challenges in critical areas such as waste management, energy access, and livelihood opportunities, have significantly amplified the risks and vulnerabilities faced by communities.

The Intern – Partnerships (Private Sector) will support the Innovation and Private Sector Partnerships Unit to ensure successful project development and support the monitoring and implementation of different programs, fostering strategic engagement with private sector partners to enhance innovation, sustainability, and economic diversification within migration and development initiatives.

SUPERVISION

Under the overall supervision of the Head of Programmes and Policy Development, and direct supervision of the Project Officer (Innovation & Private Sector), the Intern will support the development and management of private sector engagement, assist in project development, and contribute to monitoring and reporting efforts.

SECTION 3

Responsibilities and Accountabilities

1. Support the identification and mapping of potential private sector partners, with a focus on Chinese enterprises, to enhance collaboration opportunities and align with strategic priorities, by conducting research, preparing stakeholder profiles, and analyzing trends in private sector engagement.
2. Assist in the development of partnership proposals and concept notes to facilitate resource mobilization and strengthen cooperation with the private sector, by drafting project proposals, supporting business development initiatives, and coordinating with relevant units.
3. Contribute to the monitoring and evaluation of private sector partnership activities to ensure effectiveness and alignment with organizational goals, by gathering data, preparing progress reports, and analyzing impact metrics.
4. Support private sector-related events and meetings to promote dialogue, knowledge exchange, and collaboration, by coordinating logistics, drafting minutes, and preparing briefing materials.
5. Assist in project development, particularly those integrating circular economy principles to enhance innovation and sustainability in migration-focused initiatives, by supporting project design, stakeholder engagement, and feasibility assessments.
6. Contribute to reporting and communication efforts related to private sector engagement, to ensure transparency and knowledge sharing, by drafting reports, preparing communication materials, and supporting internal and external dissemination.
7. 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

Applicants to IOM internships must, at the time of application, meet one of the following

Requirements:

* Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent) in any of the following disciplines: private sector engagement, migration Studies, or business development; or
* Be enrolled in a graduate school programme (second university degree or equivalent, or higher in any of the following disciplines: private sector engagement, migration Studies, or business development
* Have graduated with a university degree if selected, must commence the internship within one year of graduation in any of the following disciplines: private sector engagement/management, migration Studies, or business development

EXPERIENCE

* Experience in private sector engagement, corporate social responsibility (CSR), sustainability, migration, or business development.
* Knowledge of partnership development, project design, and reporting within international organizations.
* Familiarity with China’s private sector landscape and its role in international development is an asset.

SKILLS

* Strong research, analytical, and writing skills.
* Ability to engage with private sector actors and develop strategic partnerships.
* Knowledge of sustainable development principles.
* Proficiency in Microsoft Office (Word, Excel, PowerPoint) and data analysis tools.

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Working knowledge of Chinese.

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)