

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern - Power Apps Developer |
| Duty Station | Cairo, Egypt |
| Job Family | Resources Management |
| Organizational Unit | Resources Management |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Regional Office |
| Reports directly to | Regional IT Officer |
| Number of Direct Reports | n/a |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM) is committed to promoting humane and orderly migration for the benefit of all. As part of this mission, IOM leverages technology to improve its operations and services. The Power Apps Developer Intern will play a crucial role in supporting IOM's digital transformation efforts by developing and implementing solutions using Microsoft Power Platform tools. This internship provides an opportunity to gain hands-on experience in a dynamic and international environment, contributing to projects that have a meaningful impact on migration management and support.

SUPERVISION

Under the overall supervision of the Senior Regional Resource Management Officer and direct supervision of the Regional IT Officer, the Power Apps Developer Intern will support the development and implementation of solutions using Microsoft Power Platform tools, including Power Apps, Power Automate, Power BI, and Power Pages. The intern will work closely with various departments to understand their needs and develop applications that enhance business processes and improve efficiency

SECTION 3

Responsibilities and Accountabilities

1. **Application Development:**
   * Assist in the design, development, and deployment of applications using Power Apps.
   * Create automated workflows using Power Automate to streamline business processes.
   * Develop and maintain dashboards and reports using Power BI.
   * Assist in the creation and management of Power Pages for web-based solutions.
2. **User Support and Training:**
   * Provide support to users in troubleshooting and resolving issues related to Power Platform applications.
   * Conduct training sessions and create documentation to help users effectively utilize Power Platform tools.
3. **Collaboration:**
   * Work closely with different departments to gather requirements and understand their business processes.
   * Collaborate with the IT team to ensure the integration of Power Platform solutions with existing systems.
4. **Innovation and Improvement:**
   * Identify opportunities for process improvement and propose innovative solutions using Power Platform.
   * Stay updated with the latest features and updates in Power Platform and suggest ways to leverage them for business benefit
   * 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 hands-on experience with Microsoft Power Platform tools.
* Opportunity to work on real-world projects and make a meaningful impact.
* 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

* Be enrolled in the final academic year of a first university degree programme in Information Technology, Computer Science, or a related field from an accredited academic institution (minimum Bachelor’s level or equivalent); or
* Be enrolled in a graduate school programme in any of the above (second university degree or equivalent, or higher); or
* Have graduated with a university degree (as mentioned above) and, if selected, must commence the internship within one year of graduation.

EXPERIENCE

* + - * Experience in developing low code application using power apps

SKILLS

* Knowledge of Microsoft Power Platform tools (Power Apps, Power Automate, Power BI, Power Pages).
* Strong analytical and problem-solving skills.
* Excellent communication and teamwork abilities.
* Willingness to learn and adapt to new technologies.

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Working knowledge of Arabic.

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)