

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Institutional Performance |
| Duty Station | Geneva, Switzerland |
| Job Family | Institutional Performance |
| Organizational Unit | Institutional Performance |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | HQs |
| Reports directly to | Chief of Institutional Performance Division |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

**The Office of Strategy and Performance (OSP)** consists of three divisions: Strategic Planning and Result, Institutional Risk, and the Institutional Performance Division. The **Institutional Performance Division (IPD)** oversees the development and implementation of the institutional framework and policies for project development and delivery.

The Division, which includes two Units - the **Project Coordination Unit** and the **Project Information and Management Application (PRIMA) Unit** - is responsible for enhancing methodologies, tools, and competencies to support project development and delivery and assist IOM’s management and staff in programme reporting and institutional performance data.

This includes oversight of the project cycle processes within the IOM Project Handbook. Of note, the Division:

* Seeks to integrate structured, evidence-based and action-oriented information on IOM programming and project internal governance, controls and compliance gaps, with a view to maximizing efficiencies and value for money in implementing programmes. This is done through dedicated proactive management reviews of processes and systems to strengthen the Organization’s delivery of programs and projects in line with the organization’s strategic plan.
* Supports institutional compliance with IOM rules, regulations, and policies relating to project development, implementation and reporting through regular cross-functional reporting on issues of concern to address recommendations made in external and internal audits and other Organization-wide reviews.
* Provides real-time information and analysis on the evolution of the Organization’s programme and project portfolio to IOM’s leadership with a view to optimizing outcomes and impact.

SUPERVISION

Under the overall supervision of the Senior Director of the Office of Strategy and Organizational Performance (OSP) and direct supervision of the Chief of Institutional Performance Division, the Intern will assist in providing support to the Division.

SECTION 3

Responsibilities and Accountabilities

1. Assist the PRIMA Unit in producing analytical reports and presentations on IOM's project portfolio, identifying funding trends and monitoring the alignment to institutional and global frameworks and priorities.
2. Support the organisation of coordination meetings, webinars, workshop and retreats targeting colleagues in regional and country offices, promoting a culture of learning and innovation.
3. Perform such other duties as required by the supervisor.

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

* University degree in Economics, International Relations, Business Administration, Social Sciences, Development Studies, International Affairs or other related disciplines.

EXPERIENCE

* Experience of report writing and oral communication, including assisting with formal presentations;
* Experience in project development and monitoring, and/or knowledge management; and
* Experience in capacity development activities an advantage.

SKILLS

* Computer literacy, especially database tools and virtual meetings;
* Strong Organizational skills;
* Ability to timely understand the Organization’s structure and portfolios;
* Ability to work effectively and harmoniously in a team of colleagues of varied

cultural and professional backgrounds;

* Proven ability to produce quality work within tight deadlines;
* Practical experience of multi-tasking, prioritizing and working independently.

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Working knowledge of French and or Spanish 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)