

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Regional Policy and Liaison |
| Duty Station | Regional Office, Nairobi |
| Job Family | Regional Policy and Liaison |
| Organizational Unit | Regional Policy and Liaison Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Regional Office |
| Reports directly to | Regional Policy and Liaison Officer |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

* Assist in meeting the operational challenges of migration and mobility
* Advanced understanding of migration issues
* Encourage social and economic development through migration; and
* Uphold the human dignity and well-being of migrants and mobile populations.

IOM’s Regional Office for the East, Horn of Africa, and Southern supports and monitors 25 countries. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programs.

The Regional Policy and Liaison Unit connects the different policy positions and workflows from the Department of Data, Insight, and Policy Coordination (DIPC) and the Office of Partnership, Advocacy, and Communications (OPAC) in Headquarters to both strategic engagement at the regional level and implementation support at the country level. The Unit provides oversight, quality control and support to promote consistent, cohesive and quality evidence programming as it relates to policy development.

SUPERVISION

Under the overall supervision of the Deputy Regional Director and the direct supervision of the Regional Policy and Liaison Officer, the Intern will provide support for the operational and administrative activities of the regional office relating to the policy and liaison unit.

SECTION 3

Responsibilities and Accountabilities

1. Assist in coordinating administrative and other operational agreements including procurement, travel and more.
2. Document and maintain records of all meeting documents, policies, and other internal documents for easy access and dissemination.
3. Organize and coordinate meetings, conferences, training sessions and events as required.
4. Undertake research tasks as necessary to facilitate project development and implementation.
5. Update and maintain the Regional Policy and Liaison Unit’s SharePoint.
6. Support the RPLO on administrative activities and operational procedures including preparing agendas, taking minutes and ensuring follow-up actions are recorded and tracked.
7. Undertake all other tasks as maybe 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 degree in political science, international relations, social science, or a related degree.

EXPERIENCE

* Familiarity with global migration issues such as regular/ irregular migration, human trafficking, labor migration etc.
* Experience in organizing or assisting with events such as conferences, meetings, or workshops.
* Proficiency with Microsoft Office (MS Word, Excel and PowerPoint)

SKILLS

* In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization; and,
* Knowledge of the UN system
* Strong interpersonal and communication skills
* Excellent drafting and speaking skills in English
* Ability to take initiative
* Ability to support the organization of events

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Working knowledge of French.

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, and makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral 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 inquiries 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)