

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Programme Support Unit |
| Duty Station | Maputo, Mozambique |
| Job Family | Programme Support (Reporting) |
| Organizational Unit | 10020670 |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Reports directly to | Head of Programme Support Unit |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM), the UN Migration Agency is a dynamic and growing inter-governmental organization, with 174 member states. IOM is committed to the principle that “humane and orderly migration benefits migrants and society”. Established in 1951 and now active in over 440 field locations worldwide, IOM works with partners, government, and civil society to promote international cooperation to address operational challenges of migration and mobility, assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM addresses the migratory phenomenon from an integral and holistic perspective, including links to development, to maximize its benefits and minimize its negative effects.

The Programme Support Unit (PSU) is responsible for coordination of the programmes across the programmes and projects at IOM Mozambique by supporting in project development, donor reporting, monitoring & evaluation (M&E), communication and liaison.

SUPERVISION

Under the direct supervision of the Programme Support Coordinator, the successful candidate will assist in supporting and contributing to the Programme Support Unit activities with regards to Project Development, Reporting, Monitoring and Evaluation and Knowledge Management. The duties will include:

SECTION 3

Responsibilities and Accountabilities

* + - 1. Support the PSU on various activities to support respective programme objectives.

1. Carry out preliminary research on relevant assigned topics
2. Compile general background information from various sources and provide inputs upon instruction to support managers.
3. Assist Programme Managers in preliminary editing, review and consolidation of donor reports from programme units.
4. Assist in collecting donor information, documentation and tracking of liaison activities with potential donors and attending relevant meetings as an observer.
5. Assist with the preparation and execution of internal and external meetings with donor, partners and government (preparing the agenda, taking minutes, collecting action points, etc..)
6. Support the knowledge management by maintaining and updating project matrix and maintaining institutional memories or other documentation and information management systems.
7. Compile information required to assist unit in producing high-quality unit updates, sitreps, external reports, factsheets, case studies, briefs and success stories.
8. Perform any 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 opportunity to interact with IOM staff within Headquarters and IOM Missions.

SECTION 4

Required Qualifications and Experience

EDUCATION

Applicants to this internship must, at the time of application meet the following requirement:

* Be enrolled in a master’s degree programme of the Johns Hopkins University SAIS Europe in Bologna with expertise in migration, development, human rights, governance, diplomacy, strategic security issues, global financial systems and/or other relevant areas.

EXPERIENCE

* While no prior work experience is required, some professional experience in working on issues of migration and/or displacement is desirable.
* Previous working in an international organization or multi-national corporation is an advantage.

SKILLS

* Excellent analytical writing and thinking skills.
* Ability to work in multicultural environment
* Ability to work under pressure and with clear communication.
* Hard working and pro-active.
* Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), internet and Email, knowledge of Adobe Software is an asset.
* Knowledge of UN and bilateral donor programming.

SECTION 5

Languages

REQUIRED

Applicants for this position are required to be proficient in English (both oral and written).

DESIRABLE

Working knowledge of Portuguese and/or any UN language is an asset.

SECTION 6

Competencies[[1]](#footnote-2)

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 an interest in, or whose studies have covered, areas relevant to IOM programmes and activities;

* Candidate(s) is/are required to obtain work or residence permits in Mozambique without reason of disqualification, through support from IOM Mozambique CO.
* 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 |
|  |  |
| 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-2)