

TERMS OF REFERENCE

SECTION 1

Position Information

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

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society.

The International Organization for Migration (IOM) Zimbabwe is seeking a highly motivated Private Sector Partnership Intern to support its engagement with the private sector in driving sustainable migration solutions. The intern will work closely with the Migration Governance & Private Sector Engagement team to develop partnerships, conduct research, and support program implementation in line with IOM’s Innovation, Impact, and Investment (3 I’s) framework. IOM Zimbabwe collaborates with businesses, financial institutions, and social enterprises to drive **innovation, impact, and investment** in migration governance. Through strategic partnerships, IOM enhances **financial inclusion, ethical recruitment, entrepreneurship, and diaspora investment**, fostering economic resilience and sustainable solutions for migrants, refugees, and host communities.

This internship offers a unique opportunity to gain hands-on experience in private sector collaboration, corporate social responsibility (CSR), and impact-driven migration programming in Zimbabwe.

SUPERVISION

Under the overall supervision of the IOM Chief of Mission and the direct supervision of the Project Development Officer under the Project Support Unit, the successful candidate will be responsible for supporting the implementation of programme/project-related activities. In particular, he/she will:

SECTION 3

Responsibilities and Accountabilities

1. Support in identifying and mapping potential private sector partners aligned with IOM’s migration programs.
2. Support outreach, engagement, and coordination of partnership meetings, presentations, and proposal drafting.
3. Support in conducting desk research on private sector investment trends, CSR initiatives, and diaspora investment models.
4. Assist in developing concept notes, funding proposals, and business cases for private sector partnerships.
5. Support the drafting of Memorandums of Understanding (MoUs) and collaboration frameworks.
6. Develop content for reports, newsletters, and stakeholder engagement materials.
7. Assist in organizing business roundtables, networking events, and sectoral workshops.
8. 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 and work on resource mobilisation particularly with private sector and 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 (minimum bachelor’s level or equivalent) in one of the following field: Business Administration, Economics, International Relations, Development Studies, or a related field.
* Have graduated with one of the above university degrees and, if selected, must commence the internship within one year of graduation.

EXPERIENCE

* Strong research, analytical, and report-writing skills.
* Understanding of **corporate engagement, CSR, and public-private partnerships**.
* Excellent communication and presentation skills.
* Proficiency in **Microsoft Office Suite (Word, Excel, PowerPoint)**.
* Interest in migration, sustainable development, and impact investment.

SKILLS

* In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
* Knowledge of UN and bilateral donor programming.

SECTION 5

Languages

REQUIRED

External applicants for this position are required to be proficient in English.

DESIRABLE

Working knowledge of Spanish / 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, 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)