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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Migration Health | |
| Position grade | Other | |
| Duty station | Vienna, Austria | |
| Organizational unit | Regional Office Vienna | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office | |
| Reports directly to | Regional Migration Health Coordinator | |
| II. Organizational Context and Scope | | |
| **Background Information**  The IOM Regional Office (RO), established in Vienna in 2011, supports the quality improvement and diversification of programmatic activities of IOM at the country level, promotes regional initiatives and facilitates better support to interstate dialogue and cooperation. RO Vienna is responsible for project review and endorsement, policy development, and formulating regional migration strategies. These processes are done in partnership with governments, development partners and civil society organizations within the region. The Regional Office employs technical experts in project development and thematic fields of migration management, including Migration Health. It also deals with various cross-cutting issues and provides support in resource management, media and communications, monitoring and evaluation, and IT.  **Supervision**  Working under the overall direction of the Regional Migration Health Advisor and direct supervision of the Regional Migration Health Coordinator for South-Eastern Europe, Eastern Europe and Central Asia (SEEECA), the intern will assist in knowledge management, reporting and capacity building activities with a focus on not limited to the crisis response. | | |
| III. Responsibilities and Accountabilities | | |
| * Attend internal meetings related to operational areas of IOM's activities and support in documentation (note-taking); * Support knowledge management, storage of information on the RO Vienna Sharepoint and sharing of relevant information with migration health focal points in the SEEECA region; * Assist in proof-reading and reviewing project concept notes, proposal and reports, as well as in coordinating the review and feedback on study protocols and research reports in coordination with MHD Research and RO Vienna Data and Research; * Support in monitoring the Migration Health Unit’s activities and the preparation of the Unit’s activities, including in the Monthly Report and the Annual Year in Review; * Support in data collection and collation, in developing presentations and talking points on migration health; * Assist in preparing and organizing online capacity building initiatives of the MHD unit, including revising presentations and preparing the supporting documentation; * Perform any other duties that may be assigned.   **Training Components and Learning Elements**  The intern will be trained on and learn about:   * Project development (learning about the results matrix and how to develop a project idea) within migration health * Public health concerns in the region * Migration health policy | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Master’s degree in Public Health, International Development Studies, Social or Political Sciences or a related field | | | |
| Experience | | |
| Experience in the usage of MS office software (Word, Excel, PowerPoint, Office 365) and knowledge of spreadsheet and data analysis is a requirement | | |
| SKILLS | | |
| Skills in virtual graphic design is a distinct advantage. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Language required for the position, for example: *Perfect command of English (oral and written).* | | Desirable languages, for example: German, Russian and/or Bosnian/Croatian/Serbian are an advantage. |
| VI. Competencies | | |
| The incumbent is expected to demonstrate the following values and competencies:  **Values** – all IOM staff members must abide by and demonstrate these three values:   * Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. * 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.   **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 action 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 specific interest in, or whose studies have covered, areas relevant to IOM  programmes and activities;  b) are holding a scholarship for internship placements in international organizations  and/or for whom internship is required to complete their studies; or  c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.  d) are either students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * 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. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |
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