

Appointment type: **INT**

Contract duration**: 6 months, with possibility of extension**

Posting duration: **2 weeks**

WBS: will be provided by ITMU HQ

Direct supervisor: Position Title **(Dipina Sharma, National Project Officer)**

Notes to include in the vacancy announcement: **N/A**

POST DESCRIPTION

SECTION 1

Position Information

|  |  |
| --- | --- |
| Position Title | Intern – Programme |
| Position Grade | Other |
| Duty Station | Kathmandu, Nepal |
| Position Number |  |
| Job Family | Programme |
| Organizational Unit | 10011655 |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Position rated on | (to be filled by Classifier) |
| Reports directly to | 20067670 |
| Number of Direct Reports | n/a |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

As the leading inter-governmental organization promoting humane and orderly migration since 1951, IOM plays a key role to support the achievement of the 2030 Agenda through different areas of intervention that connect both humanitarian assistance and sustainable development.

The 2030 Agenda for Sustainable Development recognizes that migration is a powerful driver of sustainable development, for migrants and their communities. Migration brings significant benefits in the form of skills, strengthening the labour force, investment and cultural diversity. It supports growth by contributing to the improvement of communities in countries of origin through the transfer of skills and financial resources.

IOM contributes to the government of Nepal’s efforts to manage migration more effectively through a wide range of projects aligned to [IOM’s Migration Governance Framework (MiGOF)](https://www.iom.int/sites/default/files/about-iom/migof_brochure_a4_en.pdf), the [Sustainable Development Goals (SDGs)](https://publications.iom.int/books/iom-institutional-strategy-migration-and-sustainable-development), the United Nations Sustainable Development Cooperation Framework (UNSDCF)  and the [Global Compact for Migration (GCM)](https://www.iom.int/global-compact-migration), partnering with Governments, Civil Society, Private Sector and academia

IOM Nepal has been working to promote a comprehensive, evidence and rights-based approach to migration in the context of environmental degradation, climate change and disasters for the benefit of migrants and societies in addition to projects supporting Labour Mobility; Migrant Assistance & Protection; Migration and Development, Refugee Resettlement, Migration and Health and Emergency Response.

IOM Nepal also supports Regional Consultative Processes on Migration with technical expertise, policy guidance, research, capacity building and targeted project initiatives.

SUPERVISION

*Under the overall guidance of the Chief of Mission and direct supervision of the National Project Officer, and in cooperation with other colleagues in the Unit, , the intern will pursue the following duties:*

SECTION 3

Responsibilities and Accountabilities

1. Work with the team to plan, organize and develop visibility materials of the activities related to climate change, migration, environment, disaster risk reduction and management (DRRM), displacement, gender and diaspora engagement.
2. Support project activities documentation, organizing meetings, drafting of the meeting notes for the records.
3. Support in preparing case studies and human-interest stories.
4. Support in analyzing documents on climate risk trends and risk mapping, early warning.
5. Support in analyzing data on disaster displacement in Nepal.
6. Support in the development of new programs in relation to Migration, DRRM and Climate change and Engaging Diaspora in Climate Actions including drafting of concept notes and project proposals in line with the Sustainable Development Goals and United Nations Sustainable Development Cooperation Framework.
7. Assist in regular monitoring of the work by partner organizations, including the administrative, programmatic, and technical assistance to partners as required.
8. Support in editing of the reports accordingly to IOM house style guide, promoting IOM’s achievements, producing visibility material related to IOM's activities, newsletters and other visibility materials for IOM mission in Nepal.
9. Attend relevant seminars and meetings, as well as other events aimed at promoting IOM's activities and support in event management.
10. Support in the development and/or contextualization of training aids and information tools ranging from posters, short manuals, guidelines and brochures including easy-to-understand layout and content development in close coordination with the relevant experts, team members and/or Regional Thematic Specialists.
11. Support the IOM team on donor reporting, including facilitating the preparation of interim and final donor reports as well as mission, regional and Headquarters periodic and activity-specific reports, as may be required in accordance with IOM procedures and donor requirements.
12. Support in the development of knowledge management products.
13. Support in organizing and implementing project/ programme events at the federal/ provincial level
14. Undertake duty travel relating to project/ programme activities, as required.

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.
* The Intern can also access online training courses at the disposal of all IOM staff.
* IOM Nepal will conduct series of trainings on migration, development, climate change and DRR and protection which will provide the selected candidate opportunity to learn from experts in these fields.

SECTION 4

Required Qualifications and Experience

EDUCATION

|  |
| --- |
| Master’s degree in Social Science, Environmental Science, Migration Studies, or related field from an accredited Institution; or  University degree in above fields from an accredited Institution. |

EXPERIENCE

Experience in report/technical writing, data analysis and interpretation, coordination with a preferred focus on migration, environment, climate change and disaster risk reduction and diaspora engagement.

SKILLS

* Proficient in MS Office application.
* Knowledge of designing tools for info-graphs, maps and data analysis will be an additional advantage.

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Working knowledge of Nepali language will be 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

**This internship opportunity is part of IOM’s Diversity and Inclusion Internship Program 2023. A main condition is that applicants should be citizens of countries which are not part of the OECD-DAC (except for Iceland, which is a Non-Represented Member State in IOM as of Jan. 2023 and is included in the programme). In other words, this internship position is open to applicants from the Global South and Iceland.**

**The selected candidate for this internship position will work on site (in the country of the duty station where this position is based). Interns will receive a monthly stipend, and the travel and visa costs will also be covered. / The selected candidate for this internship position will work remotely. Interns will receive a monthly stipend, plus an amount to cover office and internet costs.**

**IOM strongly encourages applications from women, persons with disabilities, LGBTI+ individuals, persons belonging to indigenous or tribal peoples, or ethnic minorities. We strongly suggest you mention in your application your belonging to any of the aforementioned groups. All information will be treated confidentially.**

**If you would like to explore all vacancies that are part of the ‘Diversity and Inclusion Internship Program 2023’, please go to: LINK WILL BE INSERTED BY HR-HQ**

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 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.

e) are between 20 and 36 years of age.

* Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.
* Depending on experience and location, IOM provides a small monthly stipend to help offset costs.
* This internship programme will be supporting the mission in XXXXXX.

SECTION 7

Signatures

|  |  |
| --- | --- |
| 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)