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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Programme Support Unit | |
| Position grade | Other | |
| Duty station | Montevideo, Uruguay | |
| Organizational unit | Programme Support Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | National Programmes Coordination Officer | |
| II. Organizational Context and Scope | | |
| **Background Information**  Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.  IOM Uruguay operates through its head office in Montevideo and implements activities throughout the country, focusing on migrant protection and assistance, border management, technical support and integration.  **Supervision**  The “Program Support Intern” will work under the direct supervision of the National Programmes Coordination Officer and under the overall supervision of the Chief of Mission/Office in Charge. | | |
| III. Responsibilities and Accountabilities | | |
| The Programme Unit provides technical inputs and guidance to assist in the development of strategies, and methodologies that respond to new and emerging operational challenges for IOM, as well as support the Country Office’s project development, Monitoring and Evaluation (M&E) and donor reporting.  The intern will support the consolidation of inputs in view of developing responses, recommendations and approaches towards emergency response, and community stabilization and migration management activities in line with the Country Office’s Strategy.  He/she will be provided with regular feedback on his/her performance and progress, with special attention granted to goal setting and overcoming challenges.  The duties and responsibilities will include:  • Assist in monitoring and coordinating the projects Country Office’s activities and deliverables.  • Support the Country Office in the promotion and visibility of IOM activities through the drafting, design, and dissemination of a wide range of communication materials.  • Contribute to the development of project concepts/proposals as well as resource mobilization initiatives related to or complementing the programme activities, for the future development of the mission portfolio.  • Assist the Programmes Coordinator in planning, initiating and closing new projects within the Country Office.  • Support Project Managers in the preparation regular and timely preparation of donor reports, updates, programme summaries, press releases, and other relevant information materials and statistics according to specific project needs.  • Assist in collecting, maintaining, and process data for M&E activities, as well as risk assessments.  • Support and deliver quality thematic training/workshops to government and civil society as required.  • Participate actively in conferences, workshops and meetings related to the thematic areas of expertise as required.  • Support the coordination with different UN agencies, implementing partners and government counterparts through existing coordination platforms.  • Oversee appropriate data management for all programme components in accordance with IOM Data Protection Principles.  • Perform such other related duties as may be assigned.  **Training Components and Learning Elements**  • Gain practical experience in a dynamic and international environment.  • A genuine prospect to make an impact on the work of IOM in particular and the UN Country Team in General in PNG.  • An opportunity to demonstrate creativity, innovation, contribute with and propose new ideas.  • Possibility to be in charge of important responsibilities and demonstrate confidence and initiative.  • Start building professional network and learning new opportunities.  • Ability to learn from working as part of an international team in a unique cultural and political setting.  • Possibility to meet and work with humanitarian and development experts. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| * Master’s degree in Social Sciences, Law, Anthropology, Economics, Development Studies or a related field from an accredited academic institution with less than two years of relevant professional experience; or, * University degree in the above fields with less than two years of relevant professional experience. | | |
| Experience | | |
| * Experience in the field of migration is an asset; * Experience working with international organizations or governmental institutions in a multicultural setting is an advantage; * Practical experience of how to multi-task, prioritize and work independently. | | |
| SKILLS | | |
| * Good knowledge of Migration; * Experience with relevant software including Microsoft Office Package; * Excellent report writing skills; * Excellent organization skills; analytical and creative thinking; and, ability to communicate effectively (orally and in writing) with a wide range of stakeholders and comfortable giving presentations and leading meetings. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| IOM’s official languages are English, French, and Spanish.  For this position, fluency in English and Spanish is required (oral and written). | | Working knowledge of French. |
| 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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