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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Programme Support | |
| Position grade | Other | |
| Duty station | Port Vila, Vanuatu | |
| Organizational unit |  | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | National Programme Officer | |
| II. Organizational Context and Scope | | |
| Under the direct supervision of the National Programme Officer and the Chief of Mission for Vanuatu and in close coordination with relevant Project Managers in the country, in addition to the IOM Office in Australia with coordinating functions for the Pacific and IOM thematic specialists in Regional Office for Asia and the Pacific, Bangkok, the successful candidate will be responsible for supporting programme activities including Monitoring and Evaluation (M&E), and communications. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Under the direct supervision of the National Programme Officer, support the coordination of project activities, including procurement and distribution of necessary items, and quality control of activities, according to the IOM and donors’ rules and regulations. 2. Support the drafting of strategic documents, proposals, concept notes, donor reports, case studies and information materials including other regular or ad-hoc project reporting and documentation as required. 3. Support M&E and information management activities including roll out M&E tools, updating SharePoint, compiling monthly reports, describing the activities, results and challenges of the projects in close coordination with Project Managers and other relevant project staff. 4. Support Project Managers in compiling periodic donor reports in line with the M&E plans and agreed reporting schedules. 5. Support Communications to document the process and activities of on-going projects such as capturing case stories for donor reports, regularly update the mission’s website and social media accounts, and produce newsletters. 6. Assist to maintaining effective and productive working relationships with government and civil society partners. 7. Assist with preparations for UN, donor, sectoral, working groups, and other meetings. 8. Perform such other duties as may be assigned.   **Training Components and Learning Elements**   * Support knowledge and capacity development in the technical areas that are relevant to the assignment. * Structured guidance, mentoring and coaching by a supervisor including a clear work-plan and performance appraisal. * Access to shared host entity corporate knowledge, training and learning. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  |  * Bachelor's degree: International Relations, International Development, National Security, Political Science, Business or Public Administration | | |
| Experience | | |
| * Demonstrated interest and/or experience in programmes for migrants and capacity-building activities including labour migration, migrant smuggling, counter trafficking, and immigration and border management; * Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded; * Knowledge of the region is an advantage; * Experienced in organizing consultations, workshops, and seminars with high level stakeholders. | | |
| SKILLS | | |
| * Knowledge of the broad range of migration related subject areas dealt with by the Organization; * Ability to research, analyze and present complex information; * Excellent organizational skills; * Excellent oral and written skills; excellent drafting, formulation, reporting and presenting skills; * Accuracy and professionalism in document production and editing; * Ability to work and adapt professionally and effectively; ability to work effectively in a multicultural team of international and national personnel; * Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; SPSS or other statistical packages; * Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English. | | Knowledge of French or Bislama |
| 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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