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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Programme Support | |
| Position grade | Other | |
| Duty station | Ljubljana, Slovenia | |
| Position number |  | |
| Job family |  | |
| Organizational unit | IOM Slovenia | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on |  | |
| Reports directly to | Head of Office | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  IOM Slovenia has been implementing different projects in the field of international migration in cooperation with the Government and other stakeholders, NGOs and partners. The mission works in the areas of migrant integration, migration health, migrant protection, data collection and research.  **Supervision**  The successful candidate will work under the guidance and supervision of the Head of Office, and in cooperation with other colleagues in the Country Office, Regional Office and relevant Divisions/Departments/Units at Headquarters. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support the activities related to current programming of the Country Office; 2. Provide support in identifying programmatic opportunities related to country-specific needs; 3. Assist with the development of new project proposals; 4. Support the activities and operational procedures for family reunification; 5. Attend internal meetings related to operational areas of IOM's activities; 6. Liaison and coordinate with IOM staff and local missions, as necessary, to facilitate project development and implementation; 7. Interact with IOM partners on relevant IOM activities; 8. Assist with the preparation of situational and statistical reports on activities as assigned; 9. Undertake all other tasks as may be assigned.   **Training Components and Learning Elements**  • The successful candidate will improve their knowledge of migration and research skills by working with professional colleagues. S/he will have the opportunity to test the knowledge and skills that they developed in the University or Higher Institution in a real work environment;  • The successful candidate will be able to enhance its understanding of project cycle management. He/she will be able to gather and disseminate information and data to develop relevant and quality project proposals, and actively seek new ways of improving programmes or services; ensure that the information on IOM’s programmes is accurate and well-presented, to help promote IOM’s image and work, and contribute to fundraising;  • The successful candidate will have the opportunity to enhance their communication skills, both oral and written, in a professional setting, which will also boost their confidence in a working setting;  • The successful candidate will be able to build a professional network that can be a resource in making well-informed decisions about their career;  • The successful candidate will gain experience in working in an international multi-cultural environment, with an intergovernmental organization and able to incorporate gender related needs, perspectives, concerns and promote equal gender participation. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Bachelor’s or Master’s degree in a relevant field, such as International Relations, Social and/or Political Sciences, Humanities or Law. | | | |
| Experience | | |
| * Previous experience as a volunteer and/or working experience in in international organization/non-governmental organization or in the EU region would be considered an advantage. * Familiarity with concepts related to the field of migration is highly desirable. * Furthermore, knowledge or experience in project development, project management and project reporting would also be an advantage. | | |
| SKILLS | | |
| • Ability to draft documents clearly and concisely;  • Strong organizational skills;  • Attention to detail, good communication and interpersonal skills;  • Practical experience of how-to multi-task, prioritize and work independently;  • Personal commitment, efficiency, flexibility, and drive for results;  • Demonstrated gender awareness and gender sensitivity;  • Proficiency in MS Office (Word, Excel, Power Point). | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written). | | Working knowledge of Slovenian language is an advantage. |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate is expected to demonstrate the following values and competencies:  **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  • **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.  IOM’s competency framework can be found at this link: <https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf>  Competencies will be assessed during a competency-based interview. | | |
| **Notes[[2]](#footnote-2)** | | |
| **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. | | |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)
2. Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process”. [↑](#footnote-ref-2)