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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Protection | |
| Position grade | Other | |
| Duty station | Vienna, Austria | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Protection | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office | |
| Position rated on |  | |
| Reports directly to | Regional Thematic Specialist for Protection | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  IOM is committed to addressing the needs and promoting and upholding the rights of migrants.  IOM’s Protection Division is at the forefront of this work, through its protection and assistance and return and reintegration programming.  Protection encompasses all activities aimed at obtaining full respect for the rights of the individual in accordance with the letter and spirit of the relevant bodies of law. Specifically, protection involves activities that seek to directly secure, individual or group rights, as well as activities that aim to create a society in which individual and group rights are recognized and upheld.  ​  IOM’s [Policy on the Full Spectrum of Return, Readmission and Reintegration](https://www.iom.int/sites/g/files/tmzbdl486/files/documents/ioms-policy-full-spectrum-of-return-readmission-and-reintegration.pdf) (2021) guides IOM’s work on return migration through a holistic, rights-based and sustainable development-oriented approach that facilitates safe and dignified return, readmission and sustainable reintegration. It focuses on the well-being of individual returnees and the protection of their rights throughout the entire return, readmission and reintegration process, placing individuals at the center of all efforts and empowering those making an informed decision to participate in assisted voluntary return programs. At the same time, it recognizes that States have a sovereign prerogative to determine their national migration policies and to govern migration within their jurisdiction, in conformity with international law commitments.  **Supervision**  Under the direct supervision of the Regional Thematic Specialist for Protection, the Intern will assist in developing and modernizing core guidance materials and training tools on migrant protection for use in Southern Europe, Eastern Europe, and Central Asia. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Review IOM institutional guidance, instructions and procedures in the areas of migrant protection and return and reintegration. 2. Gather existing regional and country level training programmes and guidance materials. 3. Develop standardized training package templates and update existing training materials into the templates. 4. Identify methods for updating and modernizing training approaches (e.g., updates presentations and visuals, use of apps and online tools, etc.) 5. Develop pre- and post- training assessment questionnaires. 6. Organize training and guidance materials, and other materials upon request, in easy-to-navigate SharePoint folders. 7. Provide general administrative support to the Regional Thematic Specialist to facilitate the efficient operation of the Protection Unit at Regional Office Vienna.   **Training Components and Learning Elements**   * Gain experience in working in an international multicultural environment, within the United Nations system. * Gain experience in organization, management, and international cooperation activities. * Understand IOM’s work, as an inter-governmental organization in the field of migration, and work on formulating and editing institutional strategies, priorities and workplans. * Acquire technical knowledge in policy and strategy. * Utilize access to Staff Development and Learning online training courses and tools and take opportunities to develop skillsets and consolidate understanding as they arise. * Opportunities to interact with IOM staff within Headquarters and IOM Missions. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * University degree or currently studying social work, psychology, law, or a related field from an accredited academic institution. | | | |
| Experience | | |
| * Paid or volunteer experience in the fields of protection, counter-trafficking, child protection, return and reintegration, gender-based violence, and/or humanitarian affairs; or * ​Paid or volunteer experience working with vulnerable populations; or * ​Paid or volunteer experience in community-based protection and assistance services; and * ​Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks, maintain attention to detail, and coordination with a variety of stakeholders.​ | | |
| SKILLS | | |
| * Knowledge and understanding of human rights and rights protection. * ​Knowledge and understanding of human behaviour, growth and development, and of cognitive, physiological, and psychological processes and well-being at various stages of life. * ​Good analytical and report writing skills. * ​Ability to work with and maintain strict confidentiality, when necessary.​ | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| *Fluency in English.* | | *Working knowledge of Russian.* |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate 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[[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)