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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Regional Programme Support Unit | |
| Position grade | Other | |
| Duty station | Dakar, Senegal | |
| Position number |  | |
| Job family | Programme Support | |
| Organizational unit | Regional Programme Support Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office | |
| Position rated on |  | |
| Reports directly to | Regional Project Development Officer | |
| Number of Direct Reports | N/A | |
| 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. The IOM Regional Office for West and Central Africa (ROWC) in Dakar, covers and supports 23 Country Missions across the Region. The key responsibility of the RO is to formulate regional strategies, processes and programmes in line with the overall priorities and policies of the Organization and to provide strategic and programmatic guidance and support to countries within its region. To this end, the Regional Project Support Unit (RPSU) was established to coordinate and facilitate the full range of RO support and institutional quality assurance related to Project Cycle Management (PCM) and Results Based Management (RBM).  The successful candidate will work under the direct supervision of the Regional Project Development Officer and the overall supervision of Deputy Regional Director (Operations) in cooperation with other colleagues in the Division, at IOM HQ and field Missions. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist RPDO in drafting concept notes and project proposals for regional projects and for smaller COs and those with limited or no Project Support Units. 2. Assist RPDO in coordinating Project Cycle Management (PCM) and Results Based Management (RBM) activities and general support to the Regional Office (RO) and Country Offices (CO) in the Region. 3. Assist in coordinating the IOM Development Fund (IDF) processes in the Region. 4. Review the application and use of the SDGs, GCM, as the foundation for projects, programmes and strategies. 5. Map, track on donor priorities, interests, funding trends and   relevant opportunities, in close collaboration with the Regional Thematic Specialists (RTS’s)   1. Contribute to developing institutional presentations and materials for donors to showcase IOM’s capacities and Regional Office’s portfolio.   provide technical inputs and support to the COs on project writing, to help ensure that projects are results-based and aligned to logical frameworks.   1. Conduct research and compile information for resource mobilization and project development opportunities. 2. Perform such other duties as may be assigned. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Undergraduate or graduate student currently enrolled in a programme with a focus on project development and management * A strong interest in Project Development and Coordination as a career is preferred | | | |
| Experience | | |
| * Experience in coordinating or developing projects is preferred * Knowledge in the field of migration issues * Knowledge of project evaluation is preferred * Experience in liaison and coordination * Experience in project development, management, and reporting * Experience in assisting Project Manager (PM) with project requirements, scope, scheduling, budget, risk management, quality assurance, and project status | | |
| SKILLS | | |
| * Strong interpersonal skills to actively listen, communicate in ways that foster trust and show flexibility * Team spirit and the ability to work with a group of diverse people, provide recognition and reward * Ability to work in a fast-paced, self-directed environment under deadline pressures * Ability to manage own workload independently, multi-task, and prioritize effectively * Demonstrate leadership, diplomacy, and motivational skills * Solid organizational skills including attention to detail, research, and multitasking skills * High computer literacy | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English and French (oral and written). | |  |
| 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**  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.  Learning 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. | | |
| **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)