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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Project Support Unit | |
| Position grade | Other | |
| Duty station | Colombo, Sri Lanka | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Project Support Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on |  | |
| Reports directly to | Head of Project Support Unit | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  The International Organization for Migration works to encourage economic development through migration and remains committed to the principle that humane and orderly migration benefits migrants and society. IOM Sri Lanka works in close partnership with national and local government institutions, non-governmental agencies, community organizations and the donor community to assist national entities address pressing and complex challenges in migration management, to respond to the needs created by humanitarian emergencies in the country, and to ensure improved living conditions for vulnerable communities.  The Project Support Unit (PSU) works with all IOM Sri Lanka and Maldives programmme units to fulfil their project development, reporting and communication requirements. PSU works in line with IOM global guidelines and in coordination with colleagues in the Regional Office for Asia and the Pacific in Bangkok.  **Supervision**  The successful candidate will work under the overall supervision of the Head of the Project Support Unit, which operates under the Deputy Chief of Mission. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support for proposal development including research 2. Support for project reporting 3. Support for monitoring and compilation of data to meet requests from IOM and other agencies 4. General editing of project related documents. 5. Support, as required, for organization of any events undertaken by PSU 6. Other duties as may be assigned   **Training Components and Learning Elements**   * Most training will be on-the-job. IOM also provides online learning opportunities for interns through an e-Campus platform. * Completion of various online course are mandatory on the topics of: UN security, gender, prevention of sexual abuse and exploitation, and ethics and values. * There will be other opportunities for online training on a variety of topics including: project development, reporting, monitoring and evaluation, and PRIMA, the IOM project management tool. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | | * Bachelor’s Degree in Social and Political Science, Human Rights, Law, International Relations or related area from an accredited academic institution | | | |
| Experience | | |
| * Experience with a relevant organization. | | |
| SKILLS | | |
| * Strong skills in drafting in English * Experience in the usage of office software packages (MS Word, Excel, etc) * High level of professionalism and ability to work under pressure and adhere to strict deadlines in a complex and fast changing environment * Knowledge of the broad range of migration related subject areas dealt with by the organization | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency/High competency in English (oral and written). | | NA*.* |
| 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 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.   In addition, the candidate must be willing to adapt to changing circumstances and be flexible adapting to emerging tasks to support PSU. | | |
| **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)