

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Intern - Unit |
| Position Grade | Other |
| Duty Station | Geneva |
| Position Number | 20052142 |
| Job Family | Administration, Budget, Human Resources, etc. |
| Organizational Unit | Labour Mobility and Social Inclusion Division |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | HQ |
| Position rated on | (to be filled by Classifier) |
| Reports directly to | 20052143 |
| Number of Direct Reports | n/a |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The Labour Mobility and Social Inclusion Division (LMI) under the Department of Programme Support and Migration Management (DPSMM) supports the organization in developing innovative, future proof and collaborative solutions to address challenges related to lack of safe, orderly and regular mobility pathways with a particular focus on economic and labour market integration in line with the changing world of work; growing connectivity across societies and countries through transnational networks and digitalization; evolving agenda on the role of private sector and diaspora partners as stakeholders in positive migration outcomes; increasing recognition that migrant inclusion, social cohesion and integration within societies is an important pre-condition of reaching good migration governance outcomes. By working in collaboration with UN partners, international and regional organizations, civil society, diaspora communities and private sector partners, the Division promotes innovation, knowledge management, cross-thematic collaboration and interdisciplinary approaches in such specific programmatic areas as migrant inclusion and social cohesion (incl. social, cultural, economic, financial and digital aspects); human and economic mobility facilitation, through the support to skills based and talent mobility

schemes, development of inter and intra-regional solutions within regional integration and trade as well as collaboration with transnational communities and diaspora, foresight on the relevance of mobility in the changing world of learning and work; labour migration and ethical recruitment, supporting IOM’s broader human and labour rights protection agenda by leveraging partnerships with private sector incl. migrant employers and recruiters, as well as identifying innovative solutions to resolving issues of informality, lack of access to social protection schemes and rights abuses.

The LMI division needs to expand its work on critical emerging areas labelled as DG priorities, including regular and complementary pathways and issues related to climate migration.  Since IOM has been asked to play a central role in supporting individuals to connect to a range of pathways in different countries based on their diverse needs, an integrated, holistic approach to programming is critically required. Specifically, IOM’s Labour Mobility and Social Inclusion (LMI) Division’s approach to these emerging priorities needs various tools related to a knowledge sharing plaform to support the integration of the work of the Division.

As such, the Internship will contribute to the development of communications and information sharing materials related to regular pathways.

SUPERVISION

Under the overall supervision of the Head of Division and direct supervision of the Project Support Officer, the Intern will assist in the development of communications materials and the development of a knowledge sharing platform.

SECTION 3

Responsibilities and Accountabilities

* Design info sheets, briefs and other communication materials for the Division.
* Assist in the development of a organized and centralized information sharing system for the LMI division.
* Develop a template for the purpose of divisional updates.
* Assist with the development and consolidation of a compendium of promising practices.
* Utilise good analytical skills in gathering and consolidating information across the Division.
* Liaise with internal and external stakeholders on communication related tasks.
* Perform other duties as assigned.

TRAINING COMPONENTS AND LEARNING ELEMENTS

* The Intern will gain experience in working in the LMI Division, and how the work is integrated across thematics.
* The Intern will acquire technical knowledge in labour mobility and social inclusion.
* The Intern will have the possibility to interact with IOM staff within Headquarters and IOM Missions.

SECTION 4

Required Qualifications and Experience

EDUCATION

* University degree (pursuing) in communications, social sciences, international development or other related field from an accredited institution

EXPERIENCE

* The candidate must have demonstrated experience in conducting similar projects and be able to deliver timely and well-structured deliverables according to delivery schedules
* Experience in communications related work, including development of briefs, infosheets, or similar
* Good knowledge of IOM and knowledge of the work of LMI considered an advantage

SKILLS

* Proficient in Microsoft Office tools (Word, PowerPoint, etc.)
* Proficient in use of knowledge sharing platforms (e.g. Sharepoint)
* Design experience is an advantage

SECTION 5

Languages

REQUIRED

For this position, fluency in English is required (oral and written).

DESIRABLE

Working knowledge of French or Spanish considered an advantage.

SECTION 6

Competencies[[1]](#footnote-1)

The incumbent 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

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 enrolled in the final academic year of a first university degree programme

(minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

e) are at least 20 years of age.

* 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 Geneva prior to applying.

SECTION 7

Signatures

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| 1st Level Supervisor | Date |
|  |  |
| 2nd Level Supervisor | Date |
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1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)