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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Project Development | |
| Position grade | Other | |
| Duty station | Brussels, Belgium | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Project Development | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on |  | |
| Reports directly to | Senior Partnership and Liaison Assistant | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 Country Office for Belgium & Luxembourg is implementing projects in migration related areas such as migration and development, migrant protection and assistance, labour migration, integration, counter-trafficking, vulnerable migrant groups and unaccompanied migrant children.  **Supervision**  Under the direct supervision of the Senior Partnership and Liaison Assistant and in close coordination with the Heads of Units, the successful candidate will support with identifying IOM-relevant project opportunities for IOM Belgium and Luxembourg, developing project proposals in conjunction with relevant programme teams, coordinating internal review and endorsement processes, and providing general programme support, particularly on monitoring and reporting, as required. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support project development efforts within the Country Office and keep abreast of new IOM project and funding opportunities. 2. Review and assist in monitoring donor priorities and strategies for Belgium and Luxembourg and assist with the identification of possible “new” donors including private sector donors; 3. Support development and strengthening of contacts and networks with IOM Belgium and Luxembourg partners with a view on identification of synergies and joint opportunities for programming and funding. 4. Based on national needs, support the development of IOM-relevant projects in line with donor priorities and published opportunities, in coordination with the CoM and Heads of Units. 5. Assist with the conceptualization of new projects and related budgets. This includes the drafting of concept notes, project proposals, results matrix, project plans. 6. Assist with the planning and organizing of all aspects of new country specific programmes and the projects, including, where relevant, support in coordinating with partners and other IOM country offices to develop joint programming, as well as monitor and backstop ongoing activities. 7. Support Country Office strategy development and monitoring in close collaboration with the Heads of Units and Regional Thematic Specialists. 8. Assist programme teams in developing and reviewing strategic documents, donor reports and other information and communication material. 9. Collaborate withprogramme teams and Communications focal point to improve public outreach and information about IOM and its work in Belgium and Luxembourg. 10. Support with ensuring all conceptualization, development, and design of projects is undertaken in line with the IOM Constitution, IOM Strategy and the Organization’s policies, thematic guidelines and the IOM Project Handbook and any national and/or regional strategies and priorities. 11. Enhance effective IOM Belgium and Luxembourg knowledge management including project tracking, project data overviews, monitoring and evaluation, and information sharing. 12. Support in the preparation of reports, concept papers and strategic documents related to the ongoing and future activities of the IOM Mission for Belgium and Luxembourg, as required; 13. Assist with providing general guidance, support and training on project development to IOM Belgium and Luxembourg in line with the IOM Project Handbook and institutional tools, such as PRIMA. 14. Perform any other duties that may be assigned by the supervisor.   **Training Components and Learning Elements**   * Gain working experience in an international multicultural environment within the UN system; * Gain expertise in the field of migration; * Gain expertise on the different phases of the project management cycle (project implementation, project development); * Gain a better understanding of IOM’s work, as an inter-governmental organization in the field of Migration with actors such as the European Union, Governments and other partners to help ensure the orderly and humane management of migration. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * University degree (Bachelors or Master’s) (preferably) in Political or Social Sciences, Economic Studies, Business Administration, Migration studies, International Relations and/or Law; a related field from an accredited academic institution | | | |
| Experience | | |
| * Knowledge in the field of migration issues including operational and field experience, an advantage. * Project/ business development, report and document drafting, and project experience is an advantage. * Knowledge of the Belgian context and policies in the field of migration is an advantage; | | |
| SKILLS | | |
| * Good knowledge of monitoring and evaluation techniques is an advantage. * Strong negotiation skills. * Strong organization skills; analytical and creative thinking. * Strong writing and drafting skills. * Proven ability to negotiate with donors and partners. * High level of written and oral communication. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English | | Working knowledge of French and/or Dutch is an advantage. |
| 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.   **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 action 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)