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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Migration, Business and Human Rights (MBHR) Asia Programme | |
| Position grade | Other | |
| Duty station | Kathmandu, Nepal | |
| Position number |  | |
| Job family | Labour Migration and Development | |
| Organizational unit | Programme | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on |  | |
| Reports directly to | National Project Officer, MBHR Asia Programme | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  As the leading inter-governmental organization promoting humane and orderly migration since 1951, IOM plays a key role to support the achievement of the 2030 Agenda through different areas of intervention that connect both humanitarian assistance and sustainable development.  IOM Mission with the funding support from the Swedish International Development Cooperation Agency (SIDA) and the European Union (EU) is implementing a five year regional programme titled Migration, Business and Human Rights (MBHR) Asia Programme. The regional programme contributes towards promoting full respect for the human and labour rights of migrant workers, especially women and migrants in situations of vulnerability within supply chains in Asia. The programme will focus on key regional labour migration corridors in Asia, particularly Southeast Asia, encompassing both countries of destination and origin. The programme will help advance the implementation of the “Protect, Respect and Remedy” framework of the United National Guiding Principles on Business and Human Rights ([UNGPs](https://www.ohchr.org/sites/default/files/documents/publications/guidingprinciplesbusinesshr_en.pdf)) and as well as the Global Compact for Safe, Orderly, and Regular Migration ([GCM](https://documents-dds-ny.un.org/doc/UNDOC/GEN/N18/451/99/PDF/N1845199.pdf?OpenElement)). Highlighting the responsibility of the private sector in addressing the human and labour rights risks experienced by migrant workers in supply chains, MBHR Asia will directly apply the three main concepts of the UNGPs: human rights due diligence, meaningful stakeholder engagement and addressing harm.  **Supervision**  Under the overall guidance of the Chief of Mission and direct supervision of the National Program Officer, (Migration, Business and Human Rights (MBHR) Asia Programme) and in close coordination with M&D Head and in cooperation with other colleagues in the Unit, the Intern will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist with the successful planning, coordination, implementation, and monitoring of project activities related to the MBHR Asia program in Nepal. 2. Support to coordinate with project implementing partners, service providers/consultants, CSOs contracted to provide guidance, research, and briefings on migration management issues. 3. Support MBHR Project Team to develop capacity building program and its roll out targeting project partners, CSOs, private sectors and national/local governmental bodies, in strengthening labour migration governance and human rights due diligence (HRDD) in line with the United Nation’s Guiding Principle on Business and Human rights, framework- Protect, Respect and Remedy Pillars 4. Support to monitor training programs’ effectiveness, success, and periodically report on them. 5. Support in implementation of the sector specific corridor approach pilot initiatives under the MBHR Asia Program in coordination with the host/destination mission. 6. Assist the PM, to Identify issues and areas of improvement with project implementation and report them to project manager in a timely manner. 7. Support to draft project reports, design relevant research activities under MBHR Programme. 8. Assist the PM for the development of concept notes/ proposals for potential donors.   **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. * Access online training courses at the disposal of all IOM staff. * IOM Nepal will conduct series of capacity building trainings on labour migration governance, migration and development, migrant’s protection, fair and ethical recruitment practices encompassing UNGP Pillars, which will provide the selected candidate window of opportunities to learn from experts in these fields. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| * Master’s degree/ or bachelor’s degree on Migration studies, International Law/Human Rights, Social sciences and or Development Studies, International Relations | | |
| Experience | | |
| * Experience in report/technical writing, training component, research, project management, coordination with a preferred focus on migration management | | |
| SKILLS | | |
| * Drafting skills * Coordination and facilitation skills * Ability to conduct research. * Pro‐active, result oriented, organized, and possess good communication skills | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written). | | N/A |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate is expected to demonstrate the following values and competencies:  **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.  • **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)