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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Liaison and Policy | |
| Position grade | Other | |
| Duty station | Dakar, Senegal | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Liaison and Policy | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office | |
| Position rated on |  | |
| Reports directly to | Senior Regional Liaison and Policy Advisor | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  The IOM Regional Office for West and Central Africa (WCA) based in Dakar, Senegal, provides programme support and technical expertise to IOM Country Offices in the region. Across the West and Central Africa, IOM employs more than 2,000 staff and has offices in 20 countries. The Liaison and Policy Division focuses on the dynamic developments of the international migration discourse, and notably global events surrounding the Global Compact on Migration, at the national, regional and global level. Given the specifics of the respective regions in West and Central Africa, keeping abreast of migration trends, policies and evolving issues in order to ensure a close follow up policy implementation and application is part and parcel of this unit’s work. The unit further keeps stock of the evolving migration trends in the region which often have spill over impacts in the regional context. This is key in terms of speaking from the regional perspective to ensure timely and informed guidance to donors, policy makers and governments. Lastly, given the efforts to expand membership in the region, this division seeks to identify contributions, project ideas, reinforce and design new partnerships and obtain donor funding for the region.  **Supervision**  The successful candidate will work under the overall supervision of of the Regional Director (RD) and the direct supervision of the Senior Regional Liaison and Policy Advisor (SRLPA) in RO WCA, the Intern will provide technical and administrative support to the SRLPA and the unit. | | |
| III. Responsibilities and Accountabilities | | |
| The Intern will have the following duties and responsibilities:  a) Assist with the preparation and background research for presentations of powerpoints, and compilation of talking points, in coordination with relevant colleagues at Country level, Regional and Headquarters. Review, editing and provision of technical inputs for project concept notes and proposals; donor reports and other documents referred from country missions to the RO;  b) Provide project development support drafting regional and country specific proposals or partnership opportunities, particularly for countries where IOM lacks or has limited presence.  c) Participate in the organization of capacity building initiatives for country missions, government and civil society partners by compiling materials and assisting in the coordination of the event;  d) Assist in the preparation of information sheets, data on trends in the region for internal and external distribution; and stockpiling of policy related projects/activities in the region, including coordination platforms;  e) Help analyse and share related thematic information (including issues, trends and data) as well as good practices with country missions, relevant colleagues and external parties;  f) Supports and maintains the external database of contacts, and assists in promoting outreach materials;  g) Provide translation from English/French or French/English for letters, powerpoints and/or assist in interpretation during meetings;  h) Undertake duty travel, as necessary; and  i) Perform other duties as required.  **Training Components and Learning Elements**  Some learning Elements would consist in: Knowledge Acquisition; Skill Development in migration; Critical Thinking and Communication Skills. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * University degree from an accredited academic institution, preferably in Political or Social Sciences, Law and /or Business Administration, or alternatively, an equivalent combination of relevant training and field experience. | | | |
| Experience | | |
| * Experience in humanitarian and policy work, including volunteer assignments, preferably on migration related policy issues an advantage. * Familiarity with migrant rights; the different aspects of migration and refugee law; trafficking in persons; and voluntary return and reintegration. | | |
| SKILLS | | |
| 1. employ proactive, strategic, and detail-oriented approach while maintaining quality, efficiency, and overall effectiveness. 2. attention to detail. 3. Conduct background research and data analysis to support presentations, proposals, and reports. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| *Fluency in English* | | *French and/or Portuguese.* |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate is expected to demonstrate the following values and competencies:   1. takes responsibility and manages constructive criticism; (b) works effectively with all clients and stakeholders; (c) promotes continuous learning and communicates clearly; (d) takes initiative and drives high levels of performance management; (e) plans work, anticipates risks, and sets goals within area of responsibility;(f) incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation. | | |
| **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 or the time difference 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)