

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Policy, Governance, Liaison and Support Private Public Partnership Intern |
| Position Grade | Internship |
| Duty Station | Abuja, Nigeria |
| Position Number |  |
| Job Family | Policy, Governance, Liaison and Support unit (PGLS) |
| Organizational Unit |  |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Position rated on | N/A |
| Reports directly to | Head of Policy, Governance, Liaison and Support Unit Head |
| Number of Direct Reports | N/A |

SECTION 2

Organizational Context and Scope

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| The International Organization for Migration (IOM) is a leading agency in the field of migration, committed to promoting humane and orderly migration for the benefit of all. In Nigeria, IOM is actively involved in various initiatives and programs aimed at addressing the complex challenges associated with migration in the region. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration challenges, and to provide humanitarian assistance to migrants in need, including internally displaced persons.  Under the direct supervision of the Policy, Governance, Liaison and Support Unit Head and in close cooperation with the PGLS team and other relevant colleagues, the successful candidate will support the Country Office (CO) activities supporting the development and implementation of IOM Nigeria Private Public Partnership (PPP) efforts. |

SECTION 3

Responsibilities and Accountabilities

1. Support the Development and Implementation of IOM Nigeria's PPP Initiatives

* Conduct market research to identify potential private sector partners and innovative PPP opportunities that align with IOM's mission and strategic objectives in Nigeria.
* Assist in preparing project proposals and concept notes for PPP initiatives, including objectives, activities, budgets, and expected outcomes.
* Collaborate with both IOM teams and private sector partners to develop and execute detailed project implementation plans.

1. Assist in the Research and Analysis of PPP Opportunities

* Conduct analyses of various PPP models and their applicability to IOM's work in migration, identifying best practices and lessons learned from other contexts.
* Focus on sectors relevant to migration issues, including health, climate change, employment, and technology, to find opportunities for PPP.
* Prepare reports summarizing research findings, including potential risks and benefits of identified PPP opportunities.

1. Facilitate the Creation and Strengthening of Partnerships

* Support the organization of stakeholder meetings, roundtable discussions, and networking events to engage with potential private sector partners.
* Develop and disseminate communication materials (e.g., brochures, presentations) tailored to potential partners, highlighting opportunities for collaboration.
* Assist in the management of existing partnerships by facilitating regular communication, coordinating meetings, and providing updates on project progress.

Learning Component:

The internship is designed to provide the candidate with practical experience in policy analysis and migration issues. The intern will gain insights into the workings of an international organization, the United Nations system and will develop skills in research, policy formulation, stakeholder engagement, and report writing. These experiences include:

* Gaining experience in working in an international multicultural environment, within the United Nations system.
* Comprehensive understanding of IOM’s mission and its role in migration management.
* Develop strong analytical and documentation skills in the context of migration and international development.
* Acquire technical knowledge in policy and strategy development and its links with project development.
* Enhancement of administrative and organizational skills in a professional setting.
* Have access to online training courses at the disposal of all IOM staff
* Professional knowledge and connections within the field of migration.

SECTION 4

Required Qualifications and Experience

EDUCATION

* Currently enrolled in, or recently graduated from, a Bachelor or Master's degree program in Political Science, Information Management, International Relations, Public Policy, or a related field.
* Strong research, analytical, and writing skills.
* Excellent communication skills and the ability to engage effectively with various stakeholders.

EXPERIENCE

* Previous experience in policy analysis, migration issues, or related fields is desirable.
* Prior experience on migration and international relations.
* Experience and familiarity with diplomatic duties considered as an advantage.
* Experience in supporting project management including, project development, finance, administrative and procurement roles, dialogue, and conference/workshop/training facilitation roles.
* Experience with working with international organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting.
* Excellent interpersonal skills and demonstrated ability to establish effective working relations with regional networks and other stakeholders.

SKILLS

* Strong research, planning, analysis skills.
* Good communication skills.
* High level of computer literacy (Word, Outlook, Excel, Power Point).
* Good representational skills.

SECTION 5

Languages

REQUIRED

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written).

DESIRABLE

Additional working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese) is considered an advantage.

SECTION 6

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

The incumbent 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 wherever possible.
* Integrity and transparency: maintain 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

* 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

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 the duty station prior to applying.

SECTION 7

Signatures

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| 1st Level Supervisor | Date |
|  | Click here to enter a date. |
| 2nd Level Supervisor | Date |
|  | Click here to enter a date. |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)