

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Intern – Labour Mobility and Social Inclusion |
| Duty Station | Vienna |
| Organizational Unit | Labour Mobility and Social Inclusion (LMI) Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Regional Office Vienna |
| Reports directly to | Regional Labour Mobility and Social Inclusion Coordinator |
| Number of Direct Reports | N/A |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The **IOM Regional Office in Vienna** (RO VIE) is one of nine IOM Regional Offices worldwide and is tasked with providing strategic guidance and programmatic, administrative and technical support to [IOM missions in South-Eastern Europe, Eastern Europe and Central Asia](https://rovienna.iom.int/) (SEEECA). It is responsible for providing technical support to country offices in the region with policy development, technical backstopping to country offices, formulating regional strategies, and engaging with relevant government officials in the region.

The **Labour Mobility and Social Inclusion Unit** is responsible for supporting IOM missions in SEEECA region to develop innovative and collaborative solutions to address challenges related to the lack of safe, orderly and regular mobility channels. By working in collaboration with United Nations partners, civil society, diaspora communities and private sector partners, the Division promotes knowledge management, cross-thematic collaboration and interdisciplinary approaches in programming areas such as migrant inclusion and social cohesion; facilitation of human and economic mobility; support for skills-based and talent mobility schemes; collaboration with transnational communities and diasporas; and labour migration and ethical recruitment.

SUPERVISION

Under the overall supervision of the Regional Thematic Specialist and direct supervision of the <Regional Coordinator>, the Intern will assist the LMI unit with a wide range of tasks (see section 3).

SECTION 3

Responsibilities and Accountabilities

1. Provide support to IOM missions in Central Asia and the Western Balkans in coordinating and implementing current programmes aimed at facilitating regular pathways including skills mobility partnerships between these regions and the European Union area. The successful candidate would help to compile and keep updated statistics related to these migration corridors, carry out press review on labour related developments in these 2 regions, and support missions in creating project related materials for the wider public.
2. Provide support to LMI teams in the SEEECA region with developing project proposals, particularly by conducting desk review to provide evidence basis to support proposed actions, by carrying out desk review of current donor landscape, and also supporting missions with development of communication materials related to IOM´s proposed actions.
3. Support LMI´s knowledge management (KM) endeavours: maintaining and updating internal KM platforms (eg Sharepoint) by filing documents, updating LMI generic presentations (migration corridors, demographics, labour sectors, diaspora mappings, remittances, social cohesion indicators), participating and contributing to the internal regional knowledge management working group, updating LMI related website section, as advised by the supervisor.
4. Support IOM to refine the IOM operational/technical offer to Member States and find consensus on the IOM Mobility and Trade Handbook that puts forward the Agencies comparative advantage within the mobility and trade nexus. This will entail discussing inputs across the various IOM thematic divisions to put forward a whole of IOM approach.
5. Support LMI´s regional capacity building exercises by drafting invitations, agenda, logistics note and updating training materials, PPT slides, and also participating in respective events.
6. Attend LMI related events and share notes/relevant takeaways with RO VIE LMI unit and respective LMI teams in the SEEECA region.
7. Support LMI unit with the development and update of thematic infosheets for both internal and external use, as needed
8. Support other tasks as necessary

TRAINING COMPONENTS AND LEARNING ELEMENTS

For example:

* The Intern will gain experience in working in an international multicultural environment, within the United Nations system.
* Gain familiarity with issues and IOM’s work in the region pertaining to labour migration, diaspora engagement, remittances, and social inclusion
* Gain understanding and experience of the management of large scale, regional labour migration projects and particularly related issues such as ethical recruitment, pre-departure and post-arrival orientation, financial literacy and inclusion of migrants, etc.
* Gain specific understanding on the topic of skills mobility partnerships, its role in enabling sustainable and impactful regular pathways
* The above would be a combination of 1) learning on the job and 2) self-paced trainings  - the successful candidate would have access to IOM internal learning platforms (i-Learn, e-Campus) and a wide range of relevant trainings inter alia on labour migration, global context of migration, diaspora mapping, design and implementation of social cohesion programmes, etc.
* Security training is obligatory for all IOM staff, including interns.
* Intern will be allowed to participate in all internal online trainings conducted by LMI unit. Participation in online trainings for external partners to be decided case by case depending on specific sensitivities.

SECTION 4

Required Qualifications and Experience

EDUCATION

* Enrolled in or graduated from a MA programme in Political Science, Social Sciences, Development Economics, Behavioural Economics, International Relations or a related field from an accredited academic institution

EXPERIENCE

* Experience in conducting field research or being part of a research team is an advantage.
* Tech savviness – finding simple solutions to creating impactful documents.

SKILLS

* In depth knowledge of migration topics covered by the unit (labour migration, remittances, social cohesion, etc.)

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Russian, Serbo-Croatian

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.

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