

SECTION 1

P O S T D E S C R I P T I O N

# Position Information

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| Position Title | Intern – Diaspora Engagement Unit |
| Position Grade | NA |
| Duty Station | Geneva |
| Position Number | TBC |
| Job Family | Internship |
| Organizational Unit | LMI |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | HQ |
| Position rated on | NA |
| Reports directly to | Transnational Communities and Digital Communications Officer |
| Number of Direct Reports | N/A |

SECTION 2

# Organizational Context and Scope

## BACKGROUND INFORMATION

The Labour Mobility and Social Inclusion (LMI) Division within the Department of Programme Support and Migration Management (DPSMM) supports the empowerment of migrants and diaspora communities, facilitating their safe navigation of mobility pathways. IOM collaborates closely with States, communities, partners including the private sector to establish innovative, sustainable, and customized mobility solutions, ensuring access to essential services.

In recent years, there has been a growing recognition of the importance of engaging with diaspora communities as valuable partners for both development and humanitarian initiatives. In 2022, the International Organization for Migration (IOM), as the leading international agency working on issues related to human mobility and as the Coordinator of the UN Network on Migration (UNMN), played a pivotal role in co-hosting the inaugural Global Diaspora Summit.

The Global Diaspora Summit reached a significant milestone with the adoption of the Outcome Document titled "A Future Agenda of Action for Global Diaspora Engagement," also known as The Dublin

Declaration. This declaration marked a crucial moment in mobilizing global efforts towards diaspora engagement. It stands as the first international declaration of its kind, designed to provide guidance to states on concrete next steps, while also contributing to the broader Global Compact for Migration (GCM) review processes.

## SUPERVISION

Under the direct supervision of the Transnational Communities and Digital Communication Officer, the Intern will assist in coordinating IOM´s stance on Diaspora Engagement, including flagship initiatives such as iDiaspora and the Global Virtual Diaspora Exchanges.

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# Responsibilities and Accountabilities

* Support the Diaspora Engagement team in the establishment of the Global Diaspora Policy Alliance and its management on the iDiaspora platform
* Assist in the coordination and management of the Global Diaspora Policy Alliance, including knowledge management and communication tasks.
* Produce graphic material and content for the iDiaspora platform and its social media channels.
* Support the iDiaspora team in coordinating a group of volunteers to maximize the use of the platform.
* Prepare briefing notes, presentations, and handouts for meetings. Assist with background notes and talking points for high-level events.
* Provide assistance in curating and presenting stories, images, videos, and content on the iDiaspora platform
* Interact with IOM colleagues and partners on relevant diaspora engagement activities.
* Undertake other duties as may be assigned.

## TRAINING COMPONENTS AND LEARNING ELEMENTS

The Intern will gain experience in working in an international multicultural environment, within the United Nations system.

* Gain experience in organization, management, and international cooperation activities in particular related to diaspora engagement.
* Gain a better understanding of IOM’s work, as an inter-governmental organization in the field of Migration, and work on formulating and editing institutional strategies, priorities and workplans.
* The Intern will acquire technical knowledge in policy, strategy, communication and outreach.
* The Intern can also access online training courses at the disposal of all IOM staff.
* The Intern will have the possibility to interact with IOM staff within Headquarters and IOM Missions.

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# Required Qualifications and Experience

## EDUCATION

* + Applicants must meet one of the following requirements: (a) Be enrolled in a graduate school Programme (second university degree or equivalent, or higher); (b) Be enrolled in the final academic year of a first university degree Programme (minimum bachelor's level or equivalent).
  + Field of study to be preferably in social sciences, political science, history, international relations, law or a related field;

## EXPERIENCE

* + Proficient in standard word processing and software applications such as Microsoft Word, Excel and PowerPoint or similar.
  + Utilized these skills to streamline documentation, create reports, and prepare visually engaging presentations.
  + Successfully coordinated and contributed to the planning of international events both online and in person.
  + Managed logistical aspects, liaised with stakeholders, and ensured seamless execution.
  + Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.
  + Experience with content production, writing and drafting of texts for various purposes (social media, press release, reports, etc.).

## SKILLS

* + Event Coordination and logistical Management: organize successful international events, showcasing the ability to plan, organize, and execute diverse programs both online and in person. Demonstrate proficiency in managing logistical aspects of online and in-person events.
  + Stakeholder Liaison and communication: Establish effective communication channels with stakeholders, ensuring alignment of objectives and addressing concerns proactively. Communicate effectively with internal teams, external partners, and relevant stakeholders.
  + Team Collaboration and adaptability: Work collaboratively with cross-functional teams, fostering effective teamwork and ensuring all team members were aligned with event goals and timelines. Adapt to changing circumstances and unexpected situations during events, demonstrating flexibility and resilience in dynamic environments.
  + Timeline Management: Efficiently manage timelines and schedules, ensuring that all aspects of the activities adhere to established deadlines and objectives.
  + Communication Skills: Demonstrated ability to communicate clearly and diplomatically with diverse audiences, including internal teams, external partners, and relevant stakeholders. Drafting efficient and articulate invitations, reports, and notes for various purposes.
  + Attention to Detail: Pay meticulous attention to detail in all aspects of activities planning, including coordination and design of ourtreach materials.

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# Languages

## REQUIRED

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

## DESIRABLE

Spanish and/or French

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# Competencies[1](#_bookmark0)

## 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.

1 Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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

# Eligibility and Selection

In general, the Internship Programme aims at attracting talented students and graduates who:

1. have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities;
2. are holding a scholarship for internship placements in international organizations and/or for whom internship is required to complete their studies; or
3. are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.
4. 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.
5. 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 Geneva prior to applying.

SECTION 7

Signatures

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| 1st Level Supervisor | Date |
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| 2nd Level Supervisor | Date |
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