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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Programme Support | |
| Position grade | Other | |
| Duty station | Freetown, Sierra Leone | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Programme | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | HQ | |
| Position rated on |  | |
| Reports directly to | Project Support Officer | |
| Number of Direct Reports |  | |
| II. Organizational Context and Scope | | |
| **Background Information**  As the primary UN agency in the field of migration, IOM was founded in 1951 and is a Related Organisation of the UN. It collaborates closely with governmental, intergovernmental, and non-governmental partners to advance humane and orderly migration for the good of all. It accomplishes this by offering guidance and services to both governments and migrants.  Since 2021, IOM Sierra Leone (SL), has been working closely with Sierra Leone's Government, development partners, civil society, and local communities to strengthen migration management across various thematic areas. IOM SL aims to address current and emerging migration realities in Sierra Leone by improving access to safe, orderly, and regular migration founded on evidence-based policy and rights-based practices whilst addressing the various adverse drivers of irregular and forced migration. The focus of IOM SL on maximising the benefits of migration are in line with the socio-economic development agenda espoused in the Sierra Leone’s National Medium Term Development Plan which acknowledges improved migration management as a crucial component in fostering social-economic development. Furthermore, IOM SL has been supporting the Government of Sierra Leone through various programs including on technical and vocational training, migration in the context of climate change as well as integrated border management.  **Context:**  The IOM Internship Programme provides successful candidates with the opportunity to learn about IOM’s operations, to gain work experience, and/or gain knowledge on a broad range of migration technical areas and disciplines. In this particular context, the position seeks someone wanting to build skills in project development, proposal writing, research, project reporting and evaluation, and mutual capacity building.  **Supervision**  The successful candidate will work under the overall supervision of the Programme Coordinator and the direct supervision of the Project Support Officer, and in coordination with the Programme Unit and relevant programme managers. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support research on migration patterns, migration challenges and donor priorities to identify fundraising opportunities. 2. Assist with the conceptualization, drafting and editing of project proposals. 3. Assist with the preparation of project proposal submission packages to submit to donors. 4. Assist in drafting and finalizing donor reports, ensuring adherence to project proposals, signed agreements and institutional reporting requirements of IOM and donors. 5. Assist in administrative tasks, such as note-taking, drafting letters, organizing project documents, preparing materials and others. 6. Represent IOM in donor briefings, conferences, workshops, UN thematic working groups, etc. as needed. 7. Participate in training sessions and workshops to enhance knowledge and skills related to project development. 8. Assist in other duties and tasks as assigned by supervisors or project managers.   **Training Components and Learning Elements**  The Intern will:   * Receive mentorship throughout the assignment with dedicated feedback and coaching sessions. * Gain exposure to key IOM resources and processes, including but not limited to IOM Project handbook and PRIMA platform. * Be encouraged to take online IOM trainings to receive standard guidance on IOM project development processes and workflows. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | University degree from an accredited academic institution in Political or Social Sciences, International Relations, Migration Studies, Law or a related field. Master’s degree will be an added advantage. | | | |
| Experience | | |
| * Experience in the field of migration issues is an asset. * Work experience in/familiarity with the region is an asset. | | |
| SKILLS | | |
| * Demonstrated ability to write clearly and accurately. * Strong analytical and writing skills. * Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Word, PowerPoint, Microsoft Teams, SharePoint, and Outlook. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written) | |  |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate 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 – Choose a level.  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. | | |

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)