Logo, company name

Description automatically generated

**POST DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| I. Position Information | | |
| Position title | Programme Support Intern | |
| Position grade | Other | |
| Duty station | Abidjan, Côte d’Ivoire | |
| Position number |  | |
| Job family | Migration | |
| Organizational unit | LMI-MECC | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on | N/A | |
| Reports directly to | Programme Officer | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.    Côte d’Ivoire became an IOM Member State in June 2000. IOM Côte d’Ivoire falls under the purview of the IOM Regional Office for Central and West Africa in Dakar, Senegal. Its main activities are in the areas of post-crisis operations, migration health, immigration and border management, migrant protection and assistance, labour migration and human development, environment and climate change.    **Supervision**  The successful candidate will work under the direct supervision of the Programme Officer and overall oversight of the Chief of Mission (CoM) of IOM Côte d’Ivoire. In cooperation with other colleagues in the Unit, the incumbent will support the implementation of projects related to the labour mobility and social inclusion (LMI), migration, environment and climate change (MECC) program and research activities. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Draft activity and meetings report, presentations, terms of references and concept notes for internal and external use. 2. Provide logistic and administrative technical support in the implementation of activities, such as conferences, meetings, trainings, and other events. 3. Support the team with publications and reports for external audience. 4. Keep accurate and pertinent records of all relevant documents, including notes for files (NFFs), meeting minutes, correspondence, project development and reporting files, and other Project Development-Reporting information, including on PRIMA. 5. Contribute to the development of information and visibility materials for donors, government partners and other IOM missions. 6. Assist with the development of project proposals in the areas of migration, environment and climate change (MECC) and labour mobility and social inclusion (LMI). 7. Perform such other duties as may be assigned.   **Training Components and Learning Elements**  The internship will provide the following training and learning elements:   1. Enhanced understanding of IOM’s strategy and activities in the fields of LMI and MECC; 2. Network building with leading stakeholders in the field, cutting across government, private sector, and civil society. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| * Currently studying towards a degree in Political or Social Sciences, International Relations, Humanitarian Affairs, Development Studies, Peace and Conflict Studies, Public Policy, or another relevant field. | | |
| Experience | | |
| * Demonstrated interest and/or experience in relevant issues such as migration, displacement, humanitarian assistance, development. * Previous experience in working in a multicultural environment, (i.e. studies, internship) would be highly regarded. * Practical experience of how-to multi-task, prioritize and work independently; ability to work with tight deadlines. | | |
| SKILLS | | |
| * Interest in the field of migration and the environmental dimension. * Capability to draft reports and other types of papers. * Strong organizational skills. * Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds. * Knowledge of program management cycle is an asset. * Can proficiently use MS Office (Word, Excel, Power Point and Sharepoint); | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English and French (oral and written). | |  |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate 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: 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.   **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[[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. | | |
| 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)