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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Emergency Shelter and Non-Food Items (ESNFI) | |
| Position grade | Other | |
| Duty station | Addis Ababa, Ethiopia | |
| Organizational unit | Preparedness and Response Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Yes, country office based. | |
| Reports directly to | Programme Manager- Emergency Shelter and Non-Food Items (ESNFI) | |
| II. Organizational Context and Scope | | |
| **Background Information**  Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.  **Supervision**  *The successful candidate will work under the overall supervision of the Chief of Mission (CoM), the direct supervision of the Programme Manager-ESNFI, and in cooperation with Programme Coordinator, S/he will pursue the following duties:* | | |
| III. Responsibilities and Accountabilities | | |
| **Areas of responsibilities by using the “What, why and how” approach.**   * Assist in implementation of the ESNFI programme including the oversight of the logistical and technical aspects in accordance with IOM’s policies, practices, and global standards. * Regular field visit and support in direct implementation according to the work plan; identify the causes of deviations and bottlenecks and sharing corrective measures with Programme Manager. * To assist in promoting and contributing to the integration and mainstreaming of gender, protection, human rights, and other pertinent cross-cutting issues into programme implementation. * Coordinate the preparation of correspondence, briefing notes, presentations, narrative, and financial reports; ensure status reports are prepared and submitted in a timely manner. * Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects. * To support in coordination with implementing partners, civil society, and other relevant stakeholders. * Staff capacity building to national team on structural analysis, low cost housing and other relevant technical issues. * Perform other related duties as assigned.   **Training Components and Learning Elements**   1. IOM Mandatory training courses (Ethics and conduct, Gender 1-2-3, Gender 16, Information security, IOM Data protection, PSEA, BSAFE) 2. DO NO HARM/ BUILD back better Training. 3. Familiar with Sphere standards 4. Familiar with AutoCAD and structural analysis software | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Master’s degree in civil engineering, structural engineering, construction management or a related field from an accredited academic institution with one year of relevant professional experience; or * University degree in the above fields with one year of relevant professional experience | | | |
| Experience | | |
| * Basic understanding on the implementation of rural infrastructural activities in developing countries, preferable in countries facing humanitarian crises and in support of emergency responses; experience in the region is an advantage. * Experience in the design and implementation of rural infrastructure, including contract management. * Experience evidence in the design and implementation of rural infrastructure, including contract management | | |
| SKILLS | | |
| * Demonstrates strong oral and written communication skills. * Adapts level of language and/or complexity of content to the audience. * Understands and masters quickly the context and the environment of work. * Effectively manages own work related to multiple tasks or activities and is independently able to prioritize amongst tasks. * Ensures respectful, professional, and helpful relations with donors and project staff. * Responds positively to critical feedback and differing points of view. * Adapts well to a changing environment and demonstrates flexibility. * Capacity, willingness, and skills in teamwork. * Experience in working with Microsoft Office tools (Excel, Word, PowerPoint etc.,) | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Language required for the position, for example: *Fluency in English (oral and written).* | | Desirable languages, for example: *Working knowledge of Amharic* |
| VI. Competencies | | |
| The incumbent is expected to demonstrate the following values and competencies:  **Values** – all IOM staff members must abide by and demonstrate these three 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 *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 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 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. | | |
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