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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Project Support | |
| Position grade | Other | |
| Duty station | Pretoria, South Africa | |
| Organizational unit | Regional Project Development and Support | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office for Southern Africa | |
| Reports directly to | Insert position | |
| II. Organizational Context and Scope | | |
| **Background Information**  The Regional Office in Pretoria is responsible for overseeing the development, endorsement and reporting of projects in southern Africa and for providing support to IOM country offices within its region (Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Zambia and Zimbabwe). The office provides resource mobilization and external partner engagement for the region and its country offices.  **Supervision**  The successful candidate will work under the overall supervision of the Regional Director for southern Africa and the direct supervision of the Regional Project Development and Reporting Officer, and in cooperation with other colleagues in the regional office and field Missions. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| **Donor and Partner Engagement support**   * Undertake research on and document donors active in southern Africa * Populate and strengthen the database of donors active in southern Africa * Support development and implementation of country level donor outreach strategies * Draft donor briefs * Support donor focused events, including logistics etc.   **Project development, implementation and reporting support**   * Support project development particularly with country offices with limited capacity * Support review of donor reports * Support colleagues in the Regional and Country Offices to engage and fully utilise the on-line project development and management system (PRIMA)   **Knowledge Management (KM) support**   * Support the development of a regional knowledge management system, aligned to the IOM KM strategy (currently being finalised) * Support the capacity building of colleagues on KM, especially SharePoint so as to improve the reach of KM in the region, * Perform any other related task as may be assigned   **Training Components and Learning Elements**  The internship will suit someone wanting to build skills in project development, implementation, reporting, knowledge management, external relations and international collaboration, and mutual capacity building with colleagues.  At the beginning of the internship, an agreed upon specific deliverable, with key learning objectives will be developed aligned to needs and the interest of the intern.  During the internship, the successful candidate will be exposed to and learn amongst other things how to develop results focussed projects, how to implement key knowledge management concepts and approaches, and how monitor and assess donor engagement so that it contributes to improved resource mobilization.  He/she will also be afforded the opportunity to attend strategic meetings with external partners. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| Master’s degree in Political or Social Science, Business Administration, International Relations, Law or a related field from an accredited academic institution. | | |
| Experience | | |
| * Experience in conceptualizing and writing project documents and/or reports * Experience in writing and editing information materials and reports. * Experience in operational activities both in humanitarian and development sector; * Work experience in the region is an advantage | | |
| SKILLS | | |
| Computer Literacy   * General knowledge of MS (specifically, Word, Excel, PowerPoint, Teams) * Strong knowledge and capacity on SharePoint * Digital literacy and demonstrated knowledge of information technology | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written) | | Working knowledge of French and/or Portuguese an advantage. |
| 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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