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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Human Resources Unit, MHD | |
| Position grade | Other | |
| Duty station | Washington | |
| Organizational unit | Migration Health Division | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? |  | |
| Reports directly to | Human Resources Business Partner (MHD) | |
| II. Organizational Context and Scope | | |
| **Background Information**  Within the Department of Programme Support and Migration Management (DPSMM), the Migration Health Division (MHD) has the institutional responsibility to oversee, support and coordinate the Organization’s provision of migration health services globally. The Division provides technical guidance and policy advice, establishes partnerships with relevant governmental, multilateral, civil society and private entities in the domain of migration health, and identifies strategies and programmatic approaches that are informed by agreed policies, evidence, standards and trends in the sector.  **Supervision**  The Intern will work under the guidance and supervision of the Human Resources Business Partner (MHD) and in cooperation with other colleagues in IOM Headquarters and IOM Manila Administrative Centre: | | |
| III. Responsibilities and Accountabilities | | |
| Under the supervision of the Human Resources Business Partner (MHD), and in accordance with the overall direction of the Director of the Migration Health Division, the intern will assist with the Human Resources activities of the Migration Health Division.   * Support the Human Resources Business Partner (MHD) and team on work related to Human Resources at the HQ level. * Assist with transferring the standard Position Descriptions of Rated generic PDs to the new PD template. * Learn by practical experience how to update the MHD Global Organizational Chart and post descriptions. * Support in building the generic library for other positions. * Coordinate with relevant stakeholders on the necessity to update MHD-related files. * Support the Division by organizing meetings, training activities, and other Human Resources events by carrying out logistical activities such as the arrangement of meeting facilities, equipment, and materials, preparation of correspondence, and drafting and assembling of needed documents. * Perform any other duties as may be assigned.   **Training Components and Learning Elements**   * Gain experience in working in an international multicultural environment, within the United Nations system. * Gain experience in Human Resources practices in line with IOM and UN standards. * Acquire experience and technical knowledge of the Human Resources profession. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Coursework towards an undergraduate degree in Human Resources, Administration, or a related field from an accredited academic institution. | | | |
| Experience | | |
| * Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; * Excellent organization and analytical skills, attention to detail, and ability to work with minimal supervision. * Prior exposure to international humanitarian organizations, non-government or government institutions/organizations in a multi-cultural setting is an advantage. | | |
| SKILLS | | |
| * Computer literacy, especially database tools, and experience in using Visio; * Ability to use Microsoft applications such as Excel, Powerpoint, Outlook, and Word. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Excellent knowledge of spoken and written English. | | Working knowledge of another UN language is desirable. |
| 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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