

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Intern – PSU |
| Position Grade | UG |
| Duty Station | Maputo, Mozambique |
| Position Number | tba |
| Job Family | Operations |
| Organizational Unit | Programme Support Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Position rated on | n/a |
| Reports directly to | Programme Support Coordinator |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

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| **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 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.  IOM Mozambique operates from the head office in Maputo as well as sub-offices in Beira, Pemba and Nampula and satellite offices in Memba (Nampula Province) and Ibo (Cabo Delgado Province). As of December 2022, active IOM programming spans across Migration Governance, Peace and Development, as well as Multisectoral emergency and recovery programming related to internal displacement caused by insecurity and extreme weather events. IOM is closely working with the Government of Mozambique and has been providing technical support and assistance to the Government dating back to 1994.  **Supervision**  The successful candidate will work under the overall supervision of the Programme Support Coordinator the direct supervision of the Programme Support Officer, and in cooperation with other colleagues in the Division, at IOM HQ and field Missions. S/he will pursue the following duties: |

SECTION 3

Responsibilities and Accountabilities

1. Assist the Programme Support Officer with preparing and drafting of new Project Proposals, Concept Notes and Project Reports
2. Assist with liaising with Programme Managers for Project Development and Reporting purposes
3. Assist with Project Development and Reporting tasks in the online project management system (PRIMA)
4. Support development of PowerPoint presentations, talking points, note-taking and completion of requests for information and document-reviews.
5. Assist in the gathering of information for the development of communications products.
6. Assist in the writing for monitoring reports and assessments, including post-distribution monitoring.
7. Assist in keeping updated databases across programs and solving issues faced when collecting and reporting monitoring data.
8. Assist with other duties as required by the Programme Support Unit

**Training Components and Learning Elements**

* Get an understanding of IOM’s institutional strategy and Mandate
* Learn about the migration and displacement context in Mozambique, and IOM’s programming across Migration Governance, Peace and Development, Humanitarian Response and Recovery
* Learn to develop Concept Notes and Project Proposals that meet IOM and Donor requirements
* Learn to write Talking Points, Meeting Notes, Presentations, Biographies and Reports that meet institutional standards
* Learn to navigate IOM’s internal Project Management system PRIMA from project development up to project activation stage

SECTION 4

Required Qualifications and Experience

EDUCATION

Master’s degree or Bachelor’s degree from an accredited academic institution, preferably in international relations, social sciences or related field.

EXPERIENCE

* Initial experience working on issues of migration and/or displacement
* Working in an international setting, like an international organization or multi-national corporation.

SKILLS

* Excellent analytical thinking skills.
* Ability to work in multicultural environment.
* Ability to work under pressure and with minimum supervision
* Hard working and pro-active
* Solid computer skills, including proficiency in MS Office package (Office,
* Excel, Power Point, Outlook), internet and Email, knowledge of Adobe Software is an asset
* Excellent written and verbal skills in English

SECTION 5

Languages

REQUIRED

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese

For all applicants, fluency in English is required.

DESIRABLE

Working knowledge of Portuguese is advantageous.

SECTION 6

Competencies[[1]](#footnote-1)

The incumbent 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 – 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 actions 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.

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)