



International Organization for Migration (IOM)

The UN Migration Agency

Terms of Reference

I. POSITION INFORMATION	
Position title Position grade Duty station	Project Development and Reporting Intern IOM Niger, Niamey
Appointment type	6 months with possibility of 3 months extension
Reports directly to (<i>Full Name of Supervisor and Position Title</i>)	Mr. Ludvik Girard – Programme Support Officer
VACANCY-SPECIFIC INFORMATION	
Estimated closing date	15 OCT 2019
Estimated start date	January 2020 (To be discussed)
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>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.</p> <p>IOM has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favourably considered: Algeria, Antigua and Barbuda, Bahamas, Belize, Benin, Botswana, Cambodia, Cape Verde, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guinea, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Maldives, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Timor Leste, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam.</p> <p>Applications from qualified female candidates are especially encouraged.</p> <p>Context: Under the overall supervision of the Chief of Mission of IOM Niger and under the direct supervision of the Programme Support Officer, the successful candidate will assist in drafting concept notes and proposals, reports, support documents (i.e. annual reports, strategies, etc.) as well as support and assist others activities of the Programme Support Unit such as: research on regional migration patterns and donor priorities, and providing administrative supports (e.g. taking meeting minutes as well as compiling meeting briefing notes as requested). S/he is expected to carry out his/her duties in accordance with strict ethical standards and with due respect for gender and socio-cultural sensitivities.</p> <p>The Project Development and Reporting intern contributes to the Programme Support Unit (PSU) by supporting the development of project proposals based on programs' needs and potential. S/he is a member of the Programme Support Unit</p>	

and works in coordination with all managerial units.

Benefits: A monthly Subsistence Allowance (MSA) is allocated by IOM Niger to international interns whose home duty stations are located beyond 50 Km the place of assignment. The MSA amounts to XOF 260,000, XOF 300,000 or XOF 330,000 respectively for holders of bachelor degree, master's level degree or PhD level degree.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Core Functions / Responsibilities:

1. Support research on migration patterns, migration challenges and donor priorities to identify fundraising opportunities;
2. Assist with the conceptualization, drafting and editing of project proposals;
3. Assist with the preparation of project proposal submission packages to share with donors;
4. Assist in drafting and finalizing donor reports, ensuring adherence to project proposals, signed agreements and institutional reporting requirements of IOM and donors;
5. Assist in administrative tasks, such as note-taking, drafting letters, update Programme Support Unit archives;
6. Support and assist the Programme Support Unit in compiling, drafting and finalizing the Annual report (2019), internal strategies as well as the IOM institutional questionnaire;
7. Represent IOM in donor briefings, conferences, workshops, UN theme groups, etc. as requested by the Programme Support Officer;
8. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

Master's degree in Political or Social Sciences, International Relations or a related field from an accredited academic institution.

EXPERIENCE

Experience in the field of migration issues;
Demonstrated ability to write clearly and accurately;
Strong analytical and writing skills;

Work experience in/familiarity with the region is an asset.

V. LANGUAGES

Required
(specify the required knowledge)

Advantageous

Fluency in English is required.

Fluency in French is a strong advantage.

VI. COMPETENCIES¹

The incumbent 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.
- Resource Mobilization - Establishes realistic resource requirements to meet IOM needs

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.

Managerial Competencies – behavioural indicators

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Technical

- Effectively applies knowledge of migration issues within organizational context;
- Correctly frames migration issues within their regional, global, and political

¹ Competencies should be drawn from the Competency Framework of the Organization.

context:

- Demonstrates excellent report writing and organizing skills;
- Demonstrate good computer literacy.

Notes²

How to apply

Please send your resume and cover letter to edashi@iom.int with lqirard@iom.int in cc, with 'YOUR NAME – Project Development and Reporting internship' in the subject line.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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".