



Vacancy Notice

MU10.INT2023-02

Position Title: **Programme Support Intern (National/International)**

Duty Station: **Port Louis, Mauritius**

Position grade **Intern - Non-Remunerated but monthly subsistence allowance will be paid for transportation and living expenses**

Type of Appointment: **Internship, six months with possibility of extension**

Estimated Start Date: **As soon as possible**

Closing Date: **23 February 2023**

Established in 1951, International Organization for Migration (IOM) is the leading UN agency in the field of migration, 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.

The Internship Programme targets young, talented students and graduates willing to gain practical experience in a field relevant to the Organization through their involvement in daily working activities in migration-related areas, support/administrative functions and/or different thematic areas.

IOM is committed to a diverse and inclusive environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Context:

Under the overall supervision of the National Programme & Policy Officer and direct supervision of the Programme Coordinator, and in cooperation with the Programme Assistant, Communication Assistant and the Resource Management Unit, the Incumbent will be tasked to assist in the development, implementation and reporting of projects led by the Office in Mauritius, also covering Seychelles. The Incumbent will support the work of the Programme Unit across a variety of topics related to labour mobility, maritime security, migration and development, migrant protection, and conduct tasks ranging from research, analysis, drafting of internal and operational documents to providing daily administrative and logistical support to the Unit.

Core Functions / Responsibilities:

1. Assist in providing reintegration support to beneficiaries.
2. Assist in drafting concept notes and project proposals for potential donors and funding opportunities in IOM's areas of interest.
3. Participate in providing information for and facilitate the incorporation of cross-cutting themes (i.e., gender, protection, etc.) in project concept notes and proposals in line with IOM Project Handbook.
4. Conduct research to strengthen proposals and concept notes.
5. As part of a Team, contribute to project development, donor liaison, and coordination with Headquarters (HQs), Regional Office (RO) and other relevant stakeholders.
6. Assist in preparing and editing donor reports, to support compliance with donor regulations and obligations, as well as the report finalization process with Headquarters and the Regional Office.
7. Support identification of potential and realistic funding opportunities by reviewing calls for proposals and collecting donor information.
8. Assist in preparing specific reports and notes as may be required.
9. Coordinate with the Team and the Media and Communications Officer to produce visibility materials for publicity to appeal to donors for resource mobilization by recommending content and carrying out preliminary editing.
10. Develop a sound understanding, and assist in providing regular monitoring, of IOM Projects in Mauritius and Seychelles.
11. Maintain working relationships with the Government, NGOs, and UN agencies to develop cooperation in inter-related activities.
12. Perform other related duties as required or assigned by the supervisor.

Required Qualifications and Experience:

Education

- Bachelor's or Master's degree in international relations, international development, law or a related field from an accredited academic institution or,
- University degree in the above fields of study.

Experience & Skills

- Demonstrated interest and/or experience in the field of research, analysis, report writing, governance, or development especially in international organizations or NGOs.
- Professional work experience in project implementation would be considered an asset.

Languages

Fluency in English, French is required and Mauritian Creole is an advantage.

Required Competencies:

Values

- Inclusion and respect for diversity: encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Integrity and transparency: maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Professionalism: demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.

Core Competencies

- Teamwork: establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Delivering results: produces quality results and provides quality services to clients.
- Managing and sharing knowledge: shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: operates in compliance with organizational regulations and rules.
- Communication: encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.

Eligibility and Selection:

In general, the Internship Programme aims at attracting talented students and graduates who

- have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities;
- are holding a scholarship for internship placements in international organizations
- and/or for whom internship is required to complete their studies; or
- are sponsored by governmental/non-governmental institutions and/or academia to work in
- specific areas relevant to both IOM and the sponsor.

Applicants to IOM internships must, at the time of application, meet one of the following requirements:

- Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or
- Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- Have graduated with a university degree and, if selected, must commence the internship within one year of graduation.

IOM is committed to a diverse and inclusive environment. Appointment will be subject to certification that the candidate is medically fit for appointment. Appointment will be subject to and verification of residency, visa and authorizations by the concerned Government, where applicable.

Appointment will be subject to the security clearance of the candidate. The candidate will be requested to produce a 'Certificate of Character' dated less than six months.

How to apply:

Interested candidates who meet the minimum requirements are invited to submit their applications containing a letter of motivation and a detailed up-to-date Personal History (P11) form and CV by email to iommauritiu@iom.int, by **23 February 2023** specifying the reference number (MU10.INT2023-02) in the subject line of the email.

Only complete applications will be considered. The Personal History (P11) form can be downloaded here:

<https://ropretoria.iom.int/vacancies>

Incomplete applications will be rejected. Only shortlisted candidates will be contacted.

Posting period:

From 8 February 2023 to 23 February 2023