



Programme Support Intern

Context:

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.

Supervision:

Under the overall supervision of the Chief of Mission and direct supervision of the National Programme and Policy Officer, and in cooperation with the Programme and the Resource Management Units, 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:

- Assist in providing reintegration support to beneficiaries.
- Assist in drafting concept notes and project proposals for potential donors and funding opportunities in IOM's areas of interest.
- Participate in providing information for and facilitate the incorporation of cross-cutting themes (such as gender) in project concept notes and proposals in line with IOM Project Handbook.
- Conduct research to strengthen proposals and concept notes.
- As part of a Team, contribute to project development.
- Assist in preparing and editing donor reports.
- Support identification of potential and realistic funding opportunities by reviewing calls for proposals and collecting donor information.
- Assist in preparing specific reports and notes as may be required.

- Coordinate with the Team and the Media and Communications Officer to produce visibility materials
- Develop a sound understanding, and assist in providing regular monitoring, of IOM Projects in Mauritius and Seychelles.
- Maintain working relationships with the Government, NGOs, and UN agencies to develop cooperation in inter-related activities.
- Perform other related duties as required or assigned by the supervisor.

Training Components and Learning Elements

It is estimated that the Intern will gain knowledge in the following areas:

- Working in a collegial team environment; incorporate gender related needs, perspectives, concerns and promotes equal gender participation;
- Maintenance of close contacts with the Team to develop project proposals or reporting;
- Gather and disseminate information and data to develop relevant and quality project proposals, and actively seek new ways of improving programmes or services; ensure that the information on IOM's programmes is accurate and well presented, to help promote IOM's image and work, and contribute to fundraising;
- Develop capacity through coaching, mentoring and formal on-the-job training, when working with IOM Mauritius staff and partners;
- Gain insight experience in working in an international multi-cultural environment, with an intergovernmental organization.

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.
- Excellent oral and written skills;
- Knowledge of development programme planning and implementation (project management);
- Continuous Learning – promotes continuous learning for self and others;
- Strong interest in migration issues;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Capability to draft research, policy and other types of papers;
- Strong organizational skills;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;

- Practical experience of how-to multi-task, prioritize and work independently;
- Can proficiently use MS Office (Word, Excel, Power Point);
- Can engage in various Social Media platforms;

Languages

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

Required 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.

IOM COMPETENCY FRAMEWORK

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.

Depending on experience and location, IOM provides a small monthly stipend to help offset costs.

Applications must be submitted by 11 November 2022, through this [link](#).

The appointment is subject to funding confirmation.

IOM is committed to a diverse and inclusive environment. 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.