



Call for Application – Internship (CFA-Int-001/23)

Position Title:	Programme Support – Intern (National)
Position grade:	Non-Remunerated but monthly subsistence allowance will be paid for transportation and living expenses
Duty Station:	IOM Country Office based in Pretoria, South Africa
Appointment Type:	Internship, six months with possibility of extension
Deadline for application:	16 June 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 nongovernmental 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.

Context:

The Intern will work under the overall supervision of the Chief of Mission, the guidance and supervision of the Policy Liaison and Reporting Officer and in cooperation with other colleagues of the Programme Support Unit and the Resource Management Unit. Essential function are as follows:

Core Functions / Responsibilities:

1. In coordination with the Policy Liaison and Reporting Officer, assist the programme support unit with planning, preparing, organizing and implementing all aspects of the project activities.
2. Assist in timely implementation and reporting on project activities according to IOM and donor formats as required, contribute to and/or prepare weekly progress updates on project activities.
3. Assist with in-house coordination among different sections of the project including the Resource Management Units and ensure proper documentation of project documents and filing.
4. Assist in tracking of project expenditures, liaison with Admin and Finance Unit for a secondary opinion, preparation of monthly funding requests for the project activities and only purchase requisition forms of all related programme activities.
5. Support liaison with relevant governmental and non-governmental entities, international organizations as well as other relevant stakeholders where necessary for effective implementation of the activities of project.

6. Assist in the planning, preparation and implementation of trainings, seminars, conferences, workshops, meetings, presentations, and missions related to the project, undertake duty travel when necessary.
7. Support the implementation of Monitoring and Evaluation of the through tracking of the agreed indicators for the implementation of the project.
8. Perform any other duties as may be assigned

Required qualifications and Experience

Education

Currently enrolled in a relevant undergraduate or graduate programme in the field of Political or Social Science, Business Administration, International Relations, Law or a related field.

Languages

Fluency in English is required for this position. Knowledge of local languages is an advantage.

Competencies:

The incumbent is expected to demonstrate the following 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.

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: Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement. Communication: Listens carefully and genuinely to the views and positions of others; acts on received information.

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

Additional Notes:

IOM is committed to a diverse and inclusive environment. Appointment will be subject to certification that the candidate is medically fit for appointment. South African nationals as well as foreign nationals with valid residence and work/study permit to work as intern in South Africa are eligible to apply.

Method of application:

If you are interested in this internship opportunity and meet the minimum requirements, please send your letter of motivation, up-to-date Resume/CV, copy of ID, education certificates and other credential documents to pretoriacvs@iom.int

When you send your application through email, please ensure to specify the reference number (CFA-Int-001/23) on the subject line of your email. Incomplete applications will be rejected.

Please send your applications by 16 June 2023 Only shortlisted candidates will be contacted.