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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Private Sector Partnerships | |
| Position grade | Other | |
| Duty station | Geneva (or Homebased) | |
| Organizational unit | Private Sector Partnerships Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? |  | |
| Reports directly to | Head of Private Sector Partnerships | |
| II. Organizational Context and Scope | | |
| IOM  IOM is a UN related agency and is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments, businesses and migrants to protect the rights of people on the move and maximize the development gains of human mobility. For more information about IOM, please visit [www.iom.int](http://www.iom.int/).    Private Sector Partnerships Unit  The Private Sector Partnerships Unit (PSP) sits within the Donor Relations Division under the Department of External Relations. The objective of the Private Sector Partnerships Unit is to provide the Headquarters, Regional and Country Offices with assistance and expertise relating to initiating, establishing and maintaining partnerships with the private sector. The Private Sector Partnerships Unit is responsible for the development and implementation of IOM’s Private Sector Strategy which seeks to enhance how IOM works with the private sector to support safe, orderly and regular migration. The Private Sector Partnerships Unit establishes and coordinates IOM’s due diligence process, builds staff capacity in private sector partnership-building and oversees the Goodwill Ambassador programme.    The private sector engagement strategy 2023 – 2027 is an ambitious five-year plan that sets forth a proven approach based on three main pillars – impact, income and innovation.  The strategy will assist IOM to enhance partnerships with the private sector to foster change in corporate values and practices; enhance protection of migrants’ rights; generate innovative technical partnerships that capitalize upon business expertise and capabilities and grow flexible funding that can support programme implementation and impact globally and advance implementation of the Global Compact for Migration.    Under the overall supervision of the Chief, Donor Relations Division, and direct supervision of the Head of Private Sector Partnerships Unit, the successful candidate will be responsible for supporting the implementation of the Private Sector Strategy. | | |
| III. Responsibilities and Accountabilities | | |
| * Provide support to PSP Team with targeted outreach to the private sector to build and maintain meaningful and lasting partnerships * Prepare draft materials including project proposals, summaries, grant submissions, impact reports, letters and related communication to the private sector * Ensure partnership building process adheres to established due diligence frameworks to limit reputational risk * Perform such other duties as may be assigned   **Training Components and Learning Elements**   * Gain experience in a UN Organization, as well as understanding the dynamics of regional and international initiatives and working groups. * Gain experience in partnership building. * Acquire in-depth knowledge of IOM operation and activities. * Gain experience in working with governmental, non-governmental and United Nations institutions. * Learn the art of consensus-building in a multilateral setting. * Build diplomacy, tact and negotiation skills | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  |   Bachelor’s degree in Business, Communications, Marketing, Social Science or a related field from an accredited academic institution with one year of relevant professional experience | | |
| Experience | | |
| * Experience in exploring new partnership opportunities and providing inputs to design and develop solutions with prospective partners. * Experience building partnerships and understands the value of expanding relationships across geographies and is comfortable engaging with multiple sectors. * Ability to write, draft, and edit, reports, briefings, and partner correspondence, letters, proposals, grants, concept notes, summaries * Ability to develop Unique Value Proposition for private sector partners. * Experience in partnership building with proven success in supporting the mobilization of financial resources from corporations and philanthropic foundations | | |
| SKILLS | | |
| * Ability to work under tight timelines; * Ability to multi-task and work efficiently with minimal supervision; * Self-starter – easily motivated to achieve targets with an entrepreneurial can-do spirit * Strong intrapersonal skills * Excellent ability in writing and drafting of reports, grants or project proposals; * Good organization skills; analytical and creative thinking; * Excellent analytical, stakeholder engagement, communication and negotiation skills; * Strong understanding of private sector partnerships, fundraising, philanthropy * Strong understanding of migration, business and human rights | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Language required for the position, for example: *Fluency in English (oral and written).* | | Desirable languages, for example: *Working knowledge of Arabic, French, Spanish, German, Japanese, Korean* |
| VI. 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. | | |
| **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. | | |
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