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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Emergency Health Unit, MHD | |
| Position grade | Other | |
| Duty station | Geneva - This internship opportunity can be Home-based | |
| Organizational unit | Department of Migration Management/Migration Health Division | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | HQ | |
| Reports directly to | Public Health Officer | |
| II. Organizational Context and Scope | | |
| **Background Information**  Within the Department of Programme Support and Migration Management (DPSMM), the Migration Health Division (MHD) has the institutional responsibility to oversee, support and coordinate the Organization’s provision of migration health services globally. The Division provides technical guidance and policy advice, establishes partnerships with relevant governmental, multilateral, civil society and private entities in the domain of migration health, and identifies strategies and programmatic approaches that are informed by agreed policies, evidence, standards and trends in the sector.  **Supervision**  The Intern will work under the direct supervision of the Senior Programme Officer for Health and Emergencies and the Public Health Officer. The incumbent will work as part of the team in the area of the Migration Health Division that is responsible for emergency and crisis programming as well as health system recovery through migration health assistance for crisis affected populations. | | |
| III. Responsibilities and Accountabilities | | |
| The selected intern will:   1. Support the Senior Program Officer for Health and Emergencies and the Public Health Officer on a range of activities related to overall emergency health programming at HQ, including supporting the review of project proposals, appeals and reports and strengthening partnerships with relevant technical units including Department of Emergencies, WASH, Protection, and Displacement Tracking Matrix (DTM) among others. 2. Compile and/or design standard reporting tools and indicators for use in emergency health programming, such as for mobile medical teams. These tools will be used to support mission-level emergency health programming, including emergency medical team responses, pandemic preparedness and response to disease outbreaks linked to IOM's Health, Border and Mobility Management Framework. 3. Contribute to the development of MHD’s knowledge management efforts through:    1. Assisting with data-driven initiatives, such as data analysis of annual health promotion and health emergencies indicators, alongside relevant liaison with country and regional offices; population mobility mapping (PMM) initiatives; and global outbreak patterns.    2. Developing infographics and other forms data visualization and representation (including power BI) based on analysis above.    3. Supporting MHD colleagues in the preparation of information packages to be included in the MHD Emergencies SharePoint to provide IOM colleagues with easy access to up-to-date health emergencies data, operational guidance, reporting and monitoring tools for use in emergency settings and links to available trainings. 4. Undertake any other tasks as may be requested.   **Training Components and Learning Elements**  The intern may be asked to participate in the annual IOM Health and Emergencies Training and may also be requested to participate in the global IOM Emergency Response Induction Training. Other professional development opportunities include monthly internal webinars hosted by the Migration Health Division and the selected candidate will also be given the opportunity to lead at least one of these sessions while participating and learning from other technical experts. Emergency health team members are also encouraged to attend other technical meetings and workshops throughout the year, such as the Global Cholera Task Force and/or Global Outbreak, Response and Alert Network (GOARN) meetings.  IOM's Emergency Health team closely supports key emergency missions, with weekly, biweekly or monthly calls to understand the situation on the ground and how staff at HQ and regional offices can support country missions. Beyond remote engagement through video calls, the selected intern may be asked to support country operations directly, depending on country needs and staff security. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Master’s degree in Public Health, Medicine, Community Health, Infectious Disease, Epidemiology and/or other related Social Sciences or related discipline. Specialization in Monitoring and Evaluation is desired. | | | |
| Experience | | |
| * Familiarity and interest in communicable and non-communicable disease control, including HIV/AIDS, tuberculosis, malaria, WASH and other public health and migration health related subject matters (including in emergency contexts); * Not required but advantageous to have strong research skills, with focus on public health (or medicine) preferred; * Familiarity with the United Nations system a plus. | | |
| SKILLS | | |
| * Demonstrated ability to write clear and concise progress reports, proven skills in writing summary documents and editing reports, project documents and proposals. * Excellent computer literacy, including database tools and experience in using medical and public health research tools online:   + Excellent proficiency in Microsoft Office (Word, Excel, PowerPoint).   + Advantageous: Statistical software (such as R, Stata, SPSS, etc.), ArcGIS, Power BI. * Proven ability to produce quality work accurately and concisely according to set deadlines and requirements from supervisors. * Ability to work effectively both on his/her own, and within a team of varied cultural and professional backgrounds. * Excellent knowledge of spoken and written English; working knowledge of another UN language is desirable. * Strong organizational skills. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written) | | Working knowledge of additional UN language(s) |
| 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. | | |