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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – RO Cairo, LMI | |
| Position grade | Other | |
| Duty station | Cairo, Egypt | |
| Organizational unit | LMI | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? |  | |
| Reports directly to | LMI RTS | |
| II. Organizational Context and Scope | | |
| **Background Information**  Among the 17 countries covered by IOM’s Regional Office in Cairo are established countries of destination such as the Gulf Cooperation Council (GCC), as well as countries of origin of labour migrants like Sudan, Egypt, Tunisia, Morocco.  These regional migration dynamics offer opportunities to leverage migration to support local and national development efforts. However, they also come with risks relating to migrant protection, social conflict and, more recently, with significant implications for migrants ́ health and sustainability of livelihoods dependent on remittances in the context of the COVID-19 pandemic.  IOM’s Labour and Human Development (LMI) programmes seek to mitigate the risks and augment the opportunities of labour mobility. International labour migration is playing a growing role in an increasingly interconnected global economy. Workers have become ever more mobile, engaging in temporary and circular migration, as well as onward and return migration. These dynamics are present throughout MENA region in terms of migratory patterns, investment patterns, and remittance uses in countries of origin. More recently, temporary and seasonal labour channels, as well as more permanent labour migration, have been established between EU and non-EU Member States in Northern Africa.  While the COVID-19 outbreak has significantly reduced the regular movement of persons across borders and impacted established labour mobility corridors, longer term demographic and labour market trends indicate that labour migration will play an increasingly important role in the region. IOM works to maximize the positive impacts of migration for migrants, their families and the broader community in countries of origin and destination. This work includes facilitating labour mobility and enhancing government capacity to effectively manage labour mobility; strengthening links between migration and development, (particularly through diaspora engagement in development initiatives); and supporting migrant integration and social cohesion in communities of destination.  **Supervision**  The Intern will work under the overall guidance of the Regional Director for the MENA Region and the direct oversight of the Regional Thematic Specialist on Labor Mobility and Social Inclusion and support the unit in the development of the mission portfolio as well as the routine knowledge management, including the organization of trainings and learning opportunities in key cross-cutting areas as well as the maintenance of the unit’s sharepoint site. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist the LMI regional unit in preparation and drafting of new project proposals related to the LMI portfolio;  2. Assist the LMI regional unit in strengthening IOM’s cooperation with partner organizations related to joint project development  4. Assist in the preparation and follow up of monthly work updates including liaison with field missions in the region;  5. Support the development and coordination of knowledge products and information materials tailored to the needs of project development and partnerships objectives and work plans.  6. Support the development and maintenance of the unit’s information and knowledge resources in a user-friendly and coherent manner;  7. Collect, track and analyse labour migration and project data generated by IOM activities, inlcuding M&E; in coordination with RO Data and RES and ROMEO team  8. Prepare high-quality presentations, talking points and other outreach materials.  9. Assist in the organisation of workshops, conferences, and webinars for the LMI regional unit and projects in the region;  10. Assist in the preparation for and participate in internal and external meetings, and draft notes for file; and  11. Perform other such duties as may be assigned.  **Training Components and Learning Elements**  It is expected that the selected intern will:  • Gain understanding about the IOM and the UN System and its processes  • Learn technical skills described in this Post Description  • Be able to prove their dedication, skills and capacity to work in an international setting as part of a diverse and international team.  • Depending on the level of knowledge on the given topics, learn more about the topics through further reading as part of the research, analysis of practice  • Learn how to consolidate and condense the knowhow in form of a communication site on sharepoint | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Academic degree in law or political economy or economics or social sciences with specialization or some background in Labor migration and/or Migration and Development | | | |
| Experience | | |
| Experience with social media and communication platforms, in particular TEASM and sharepoint on MS 365 | | |
| SKILLS | | |
| * Understanding and knowledge in the creation of knowledge management products; * Ability to timely understand the Organization’s structure and portfolios; * Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds; * Very good communication skills * Proven ability to produce quality work accurately and concisely according to set deadlines; * Very good research skills * Very good analytical skills * Very good writing skills * Practical experience of how to multi-task, prioritize and work independently | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Proficiency level C1 in English or native speaker | | Working knowledge of Arabic |
| 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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