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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Displacement Tracking Matrix | |
| Position grade | Other | |
| Duty station | Addis Ababa, Ethiopia | |
| Organizational unit | Displacement Tracking Matrix | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | DTM Reporting Officer | |
| II. Organizational Context and Scope | | |
| **Background Information**  Established in 1951, IOM is a Related Organization of the United Nations, and as 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*.*  **Supervision**  The successful candidate will work under the overall supervision of the DTM Programme Manager and under the direct supervision of the DTM Reporting Officer, and in cooperation with other colleagues on the Displacement Tracking Matrix team. The successful candidate will be responsible and accountable for supporting in the drafting of DTM information products including, but not limited to regional reports, situation updates, displacement profiles, flow monitoring survey reports and other relevant products. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support in designing and in drafting the Displacement Tracking Matrix (DTM) thematic information products, as well as contributing to Flow Monitoring and information from any ad hoc assessments conducted. 2. Support the DTM Reporting Officer in improving the aesthetic of all DTM information management products. 3. Under the guidance of the DTM information management team and DTM Reporting Officer, support in producing infographics and data visualizations to improve data user understanding of DTM data. 4. Perform such other duties as may be assigned.   **Training Components and Learning Elements**   1. Training on the DTM methodologies and tools and exposure to the global DTM network. 2. Training on data protection and security. 3. Learn about data collection processes and best practices in humanitarian and development contexts. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | | University degree in Graphic Design, Media, Political Science, Information Management, Data Science, Geography, or a related field from an accredited academic institution. | | | |
| Experience | | |
| Experience in media, information management, analysis, graphic design, editing and publishing or similar. | | |
| SKILLS | | |
| * Ability to use publishing software like Adobe InDesign, Microsoft Publisher, and others. * Ability to use graphic design software like Adobe Illustrator, Photoshop, and others. * Ability to use Microsoft Excel. * Ability to use data visualization software like Tableau, PowerBI and others is an advantage (not essential if applicants meet other criteria). | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written) | | Working knowledge of Amharic. |
| 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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