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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Migration Health (MH) | |
| Position grade | Other | |
| Duty station | Brussels, Belgium | |
| Organizational unit | Migration Health Division (MHD) | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | RO Brussels | |
| Reports directly to | Migration Health Officer | |
| II. Organizational Context and Scope | | |
| **Background Information**  The incumbent will assist with and be responsible for a variety of tasks encompassing the field of migration health. The intern will provide direct support for the implementation of Migration Health (MH) activities of IOM in Europe.  **Supervision**  The Intern will work under the overall supervision of the Senior Regional Migration Health Advisor for Europe & Liaison to the EU and the direct supervision of the Migration Health Officer in cooperation with MHD unit at RO Brussels and other colleagues in the Field Missions and IOM Headquarters. | | |
| III. Responsibilities and Accountabilities | | |
| The Intern will have the following duties and responsibilities:   1. Draft correspondences for external stakeholders and other IOM field offices engaged in migration health to support project development, implementation and monitoring of projects; 2. Provide assistance by monitoring EU Member States’ priorities, policies, and agreements, as well as EC programmes relevant to mobility, migration, ethnic minorities and health; 3. Assist in the preparation of, participation in, and follow up of meetings and seminars with EU counterparts and other external (non-IOM) parties interested in migration and health matters, as well as in minorities related issues; 4. Assist in drafting reports, presentations, correspondence and information documents, for internal and external distribution to European institutions, national and international organisations in Brussels, non-governmental organisations, public and private entities and other IOM Missions; 5. Undertake duty travels and participate in meetings as required;   Any other tasks as may be required.  **Training Components and Learning Elements** | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | |  |   Master’s degree in Public or Global Health, Health Informatics, Medicine, Social Sciences, Political Science, Anthropology (Medical), Psychology, Political Sciences, International Relations. | | |
| Experience | | |
| 1 year of experience preferred | | |
| SKILLS | | |
| • Proven interest in migration/migration health topics;  • Computer literacy, especially database tools and ability to produce graphs;  • Ability to manage logistic and administrative aspects of projects;  • Strong organizational and proven communication skills;  • 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;  • Ability to produce quality work accurately and concisely according to set deadlines;  • Practical experience of how to multi-task, prioritize and work independently;  • Related experience is an advantage;  Knowledge of European institutions and policy in the field of public health and/or migration is an asset | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English | | Working knowledge of French |
| 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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