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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Programme | |
| Position grade | Other | |
| Duty station | Dar es Salaam, United Republic of Tanzania | |
| Organizational unit | Programme Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | Programme Coordinator | |
| II. Organizational Context and Scope | | |
| **Background Information**  Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. Its mandate on migration includes an emphasis on the Global Compact for Safe, Orderly and Regular Migration, and IOM’s leading role in the United Nations Network on Migration and the migration related activities of the Sustainable Development Goals.  IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.  The IOM Constitution recognizes the link between migration and economic, social and cultural development, as well as to the right of freedom of movement.  IOM activities that cut across these areas include the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.  The United Nations Country Team in the United Republic of Tanzania finalized the development of the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2022-27 for the United Republic of Tanzania. The Cooperation Framework articulates the collective support of the United Nations to government to assist in achieving the 2030 Agenda in an integrated manner, with a commitment to leaving no one behind.  The IOM Country Office in the United Republic of Tanzania is engaged in various interventions from refugee resettlement and health assessment programmes to assistance to vulnerable migrants, capacity-building for government officials to counter trafficking in persons and migrant smuggling, return and reintegration of migrants, Disaster Risk Reduction and climate resilience, among numerous other areas.  **Supervision**  The successful candidate will work under the overall supervision of the Chief of Mission and the direct supervision of the Programme Coordinator, and in cooperation with other colleagues in the Regional Office and at IOM Headquarters. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| * Provide support in the implementation of the various ongoing projects of the Programme Unit; * Assisting with clerical tasks related to project activities such as preparing procurement requests, payment request, organizing workshops and events and minuting meetings; * Assist in the drafting of reports on the progress of activities; * Participate in field visits as necessary and draft monitoring reports; * Assist in liaison with stakeholders from the government of the United Republic of Tanzania, UN partners, civil society and academia; * Support project development by draft project Concept Notes and Proposals; * Support public information and communication.   **Training Components and Learning Elements**  • Gain experience in an International Organization, including management and international cooperation activities, as well as understanding the dynamics of regional and international initiatives.  • Be able to draft and finalize concept notes and project proposals, using the IOM logical framework.  • Participate in the development of programs, projects, trainings and workshops related to different migration areas.  • Gain valuable experience in working with governmental, non-governmental and United Nations institutions in the East and Horn of Africa. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | | * Master’s degree in Political or Social Science, International Relations, Humanitarian Affairs, Development Studies, Peace and Conflict Studies, Monitoring & Evaluation or a related field from an accredited academic institution; or * University degree in the above fields with one year of work experience. | | | |
| Experience | | |
| Previous work experience in relevant issues such as migration, displacement, livelihoods, humanitarian assistance is an advantage  Experience in programme development, project monitoring and evaluation is an advantage | | |
| SKILLS | | |
| * Advanced writing, communication and negotiation skills * Computer/software literate; knowledgeable in Microsoft Office applications | | |
| 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 Swahili, 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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