

**POST DESCRIPTION**

SECTION 1

**Position Information**

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| Position Title | Intern – (Office of the Chief of Mission) |
| Position Grade | Other |
| Duty Station | Port Moresby Papua New Guinea (Home based) |
| Position Number | N/A |
| Job Family | Administration |
| Organizational Unit | Office of the Chief of Mission |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Position rated on | (to be filled by Classifier) |
| Reports directly to | Chief of Mission - 20052642  Mr. Serhan AKOPRAK - 14208 |
| Number of Direct Reports | n/a |

SECTION 2

**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. IOM has been operating in Papua New Guinea (PNG) since 2001, working on complex emergencies, providing humanitarian relief, and building capacity of the Government. Operating through its head office in Port Moresby and field offices throughout the country, IOM’s programmes focus on disaster management, emergency preparedness and response, counter-trafficking in persons, assisted voluntary return and reintegration, migration and border management, migration health and integration.

SUPERVISION

Under the direct supervision of the IOM Chief of Mission (CoM), Papua New Guinea, and in coordination with Country Office with Coordination Function (COCF) Canberra and the Regional Thematic Specialist (RTS) in the Regional Office for Asia and the Pacific (ROAP), the successful candidate will contribute to the policy work of IOM Papua New Guinea Country Office (CO) to align with programmes and partnerships.

SECTION 3

**Responsibilities and Accountabilities**

1. Provide support to the CO on the UN partnership in the context of the UN reforms, UN Sustainable development Cooperation Frameworks (UNSDCF) related mechanisms among others in coordination with the CoM and RTSs.
2. Identify migration policy issues for the country and advise the CoM on national and regional trends, policies and legislative frameworks in the field of migration.
3. Contribute to development of the country strategies aligned with the IOM Pacific Strategy, IOM Regional Strategy and IOM Strategic Vision and migration policy development in close collaboration with the relevant Offices and HQ.
4. Identify, promote and foster strategic partnerships with academic institutions, think-tanks and research institutions within the country, and conceptualize policy-oriented research.
5. Contribute to different policy dialogue and the exchange of best practices through expert meetings and preparation of policy briefs.
6. Contribute to the CO’s efforts related to the Organization’s roles in support of the Implementation and Follow-up Review of the UN Network on Migration including responding to request related to policies, development of tools for capacity development and knowledge management in the relevant areas.
7. Assist in production of policy briefs and other products, including cross-thematic topics as requested by the CoM.
8. Contribute to the strengthening of partnership with multi stakeholders of migration and identify opportunities for joint initiatives.
9. Perform such other duties as may be assigned.

**TRAINING COMPONENTS AND LEARNING ELEMENTS**

* Gain practical experience in a dynamic and international environment.
* A genuine prospect to make an impact on the work of IOM in particular and the UN Country
* Team in General in PNG.
* An opportunity to demonstrate creativity, innovation, contribute with and propose new ideas.
* Possibility to be in charge of important responsibilities and demonstrate confidence and
* initiative.
* A great opportunity to start building professional network and learning new opportunities.
* Ability to learn from working as part of an international team in a unique cultural and political.
* setting.
* Possibility to meet and work with humanitarian and development experts.

SECTION 4

**Required Qualifications and Experience**

**EDUCATION**

* Master’s degree in social sciences, Law, Anthropology, Economics, Development Studies or a

related field from an accredited academic institution with less than two years of relevant professional

experience; or,

* University degree in the above fields with less than two years of relevant professional experience.

**EXPERIENCE**

* Experience in the field of migration is an asset;
* Experience working with international organizations or governmental institutions in a multicultural setting is an advantage;
* Practical experience of how to multi-task, prioritize and work independently.

**SKILLS**

* Good knowledge of Migration; Experience with relevant software including Microsoft Office Package; additional experiences in ARCGIS, SPSS, QGIS an asset;
* Excellent report writing skills;
* Excellent organization skills; analytical and creative thinking; and,
* Ability to communicate effectively (orally and in writing) with a wide range of stakeholders and comfortable giving presentations and leading meetings*.*

SECTION 5

**Languages**

**REQUIRED**

* IOM’s official languages are English, French, and Spanish.
* For all applicants, fluency in English is required (oral and written).

**DESIRABLE**

* Working knowledge of Spanish or French or other language(s) in the region is an advantage.

SECTION 6

**Competencies[[1]](#footnote-1)**

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions 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

**This internship opportunity is part of IOM’s Diversity and Inclusion Internship Program 2023. A main condition is that applicants should be citizens of countries which are not part of the OECD-DAC (except for Iceland, which is a Non-Represented Member State in IOM as of Jan. 2023 and is included in the programme). In other words, this internship position is open to applicants from the Global South and Iceland.**

**The selected candidate for this internship position will work on site (in the country of the duty station where this position is based). Interns will receive a monthly stipend, and the travel and visa costs will also be covered. / The selected candidate for this internship position will work remotely. Interns will receive a monthly stipend, plus an amount to cover office and internet costs.**

**IOM strongly encourages applications from women, persons with disabilities, LGBTI+ individuals, persons belonging to indigenous or tribal peoples, or ethnic minorities. We strongly suggest you mention in your application your belonging to any of the aforementioned groups. All information will be treated confidentially.**

**If you would like to explore all vacancies that are part of the ‘Diversity and Inclusion Internship Program 2023’, please go to: LINK WILL BE INSERTED BY HR-HQ**

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 enrolled in the final academic year of a first university degree programme

(minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

e) are between 20 and 36 years of age.

* Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.
* Depending on experience and location, IOM provides a small monthly stipend to help offset costs.
* This internship programme will be supporting the mission in Port Moresby Papua New Guinea .

SECTION 7

Signatures

|  |  |
| --- | --- |
| 1st Level Supervisor | Date |
|  | Click here to enter a date. |
| 2nd Level Supervisor | Date |
|  | Click here to enter a date. |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)