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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Programme Support Intern MPRR-NA | |
| Position grade | Other | |
| Duty station | Cairo, Egypt | |
| Organizational unit | MPRR-NA | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | RO Cairo | |
| Reports directly to | MPRR-NA Programme Coordinator | |
| II. Organizational Context and Scope | | |
| **Background Information**  The IOM Regional Office (RO) for Middle East and North Africa (MENA) in Cairo, Egypt is implementing the project “Migrant Protection, Return and Reintegration Programme in North Africa (MPRR-NA), funded by the European Union. The Overall Objective of this Action is that vulnerable and stranded migrants from North Africa safely and voluntarily return to and from North Africa, and returnees sustainably reintegrate into their countries of origin  The successful candidate will work under the direct supervision of the Migrant Protection, Return and Reintegration Programme in North Africa (MPRR-NA) Regional Programme Coordinator, and in cooperation with other colleagues in RO Cairo and in the North African field Missions. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist in the planning, coordination, implementation and monitoring of MPRR-NA. 2. Provide general administrative support to the programme in the implementation of project activities. 3. Retrieve, compile, summarize, and present data, information, and project files (financial documents, project documents, partners’ reports, and supporting documents) on specific topics, including those related to IOM partners. 4. Prepare and update reports, guidance notes, briefing notes and other forms of documentation 5. Assist in responding to complex information requests and inquiries; set up and maintain files/records. 6. Support in data entry and draft status reports, briefing notes, graphics, statistical tables, presentations, and other forms of documentation. 7. Perform other related duties as assigned.   **Training Components and Learning Elements**  **The internship as Project Support Intern will provide**  the opportunity to learn about IOM's activities, to gain initial work experience on IOM’s Assisted Voluntary Return and Reintegration Programme and IOM’s work, and to gain knowledge on a broad range of migration technical areas and disciplines | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  |  * Bachelor’s degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Social Work, Human Rights, Law or related fields from an accredited academic | | |
| Experience | | |
| * School diploma with six months of relevant experience; or, * Bachelor’s degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Social Work, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience with no prior relevant experience   Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage. | | |
| SKILLS | | |
| * Knowledge and interest in broad range of protection issues relating to migration and subject areas dealt with by the Organization; and, * Knowledge of the Microsoft Office suite (Word, Excel, PowerPoint, etc.) | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English | |  |
| 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 thprote 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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