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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Programme Unit | |
| Position grade | Other | |
| Duty station | Kuala Lumpur, Malaysia | |
| Organizational unit | Programme Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | National Officer | |
| II. Organizational Context and Scope | | |
| **Background Information**  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.  Key thematic areas of focus in the Malaysia include but not limited to Labour Mobility and Social Inclusion (LMI), Migrant Protection and Assistance (PXD), Migration Health and Refugee Resettlement programmes.  IOM activities that cut across these areas include the promotion of international migration law, research, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.  **Supervision**  Working under the overall supervision of the Chief of Mission and under the direct supervision of the Programme Coordination and National Officers as relevant, the intern(s) will assist with the operational activities of the IOM Malaysia Migrant Protection and Assistance (PXD) and Labour Migration and Social Inclusion (LMI) Units. | | |
| III. Responsibilities and Accountabilities | | |
| * Assist the Project Assistant(s) in the implementation and administrative support for the successful rollout of activities conducted in the PXD and LMI units. Based on expertise and interest, the selected candidate(s) could contribute to activities including:   o Research on migration issues and data collection, analysis and dissemination;  o Capacity building programmes on topics relating to ethical recruitment, forced labour, trafficking in persons and others, as relevant;  o Direct assistance to vulnerable populations including implementation of cash-based interventions or support to case management and data entry;  o Private sector engagement on topics relating to LMI and PXD;   * Contribute and support Project Assistant(s) and National Officer(s) to the successful engagement with different stakeholders including government officials, UN Agencies, private sector, civil society organizations, academia and others to plan and successfully execute relevant activities; * Assist the Project Assistant(s) in the drafting of correspondence and relevant documents including notes for file, reports, briefing notes, presentations, and other material as relevant; * Support in visibility efforts including for IOM social media platforms; * Perform other related duties as assigned.   **Training Components and Learning Elements**  The intern will have access to IOM e-learning opportunities and on the job guidance. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | a) Be enrolled in the final academic year of a first university degree programme or a related field from an accredited academic institution (minimum Bachelor’s level or equivalent); **or** b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); **or** c) Have graduated with a university degree (as defined in (a) or (b) above) and, if selected, must commence the internship within one year of graduation | | | |
| Experience | | |
| • Proven demonstrated interest and experience in the area of human rights, including work or volunteering experience in working with vulnerable populations.  • Good knowledge of MS Office and other relevant software.  • Ability to work as part of a multicultural, multilingual team.  • Creativity, initiative and ability to work with minimal supervision. | | |
| SKILLS | | |
| The Internship Programme aims at attracting talented students and graduates who have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English and Malay is required (oral and written). | | Knowledge of another UN Language will be considered as an asset. |
| 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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