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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Programme Support Intern (Protection) | |
| Position grade | Other | |
| Duty station | Beirut, Lebanon | |
| Organizational unit | PXD | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country office | |
| Reports directly to | Protection program manager | |
| II. Organizational Context and Scope | | |
| **Background Information**  IOM’s protection unit aims to promote and uphold migrants’ rights and support migrants and other vulnerable communities to access and exercise their rights. The unit also supports Ministries and Government entities in their roles in promoting and fulfilling migrants’ rights. IOM provides protection assistance to migrants both directly and in partnership with other stakeholders, through advocacy and communication, thematic guidance, training and capacity building, convening & dialogues, thematic research and direct assistance. Specifically, direct assistance includes case management, and protection services as well as assisted voluntary return and reintegration for migrants in vulnerable situation.  Under the overall supervision of Head of Programs, and under the direct supervision of the Protection Program Manager, the protection assistant will be responsible for the following activitie | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist in the planning, coordination, implementation and monitoring of protection activities. Support field visits to monitor ongoing activities and for quality assurance purposes. 2. Provide general administrative support to the protection 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. Draft correspondence on protection issues; prepare and update reports, 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 Protection 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 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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