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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Research Intern | |
| Position grade | Other | |
| Duty station | Port Louis, Republic of Mauritius | |
| Organizational unit | Programme Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | National Programme & Policy Officer | |
| II. Organizational Context and Scope | | |
| **Background Information**  Established in 1951, the International Organization for Migration (IOM) is the leading international agency to advance the understanding of migration issues, encourage social and economic development through migration, and uphold the human dignity and well-being of migrants. As the “UN migration agency”, IOM acts with its partners in the international community to:  • Assist in meeting the growing operational challenges of migration management.  • Advance understanding of migration issues.  • Encourage social and economic development through migration.  • Uphold the human dignity and well-being of migrants.  **Supervision**  Under the overall supervision of the Chief of Mission and direct supervision of the National Programme & Policy Officer, and in cooperation with the Programme Assistant, Communication Assistant and the Resource Management Unit, the Incumbent will The Incumbent will support research and policy related work across a variety of thematic areas including: migration and development; migration, environment and climate change; labour mobility; migration and health, maritime security; migrant protection; etc. | | |
| III. Responsibilities and Accountabilities | | |
| * Provide research, writing and editing support on migration-related issues relevant to the context of Mauritius and Seychelles; * Support the production of knowledge stories/best practices on impact of IOM’s projects and activities; * Assist with analyzing reports and preparing detailed, analytical summaries and analysis. * Assist in preparing thematic briefs, factsheets and comprehensive reports to be used as inputs for discussions and for the development of proposals and knowledge products; * Assist in collecting and disseminating relevant data/ evidence to the IOM Programme team for the purpose of refining projects and developing new proposals; * Provide assistance with the design of data collection tools and conducting of research and studies in areas related to migration and development; * Provide support in drafting, reviewing and editing of documents, reports and notes, as may be required * Provide assistance in drawing together and analyzing quantitative and qualitative data from multiple sources; * Provide general research and logistical support for key meetings and products. * Participate in collaborative events with stakeholders and partners while providing effective read-outs for future IOM use; * Provide assistance in establishing appropriate contacts in academia and think-tank organizations, and, develop research collaborations, above all, in areas related to migration and development; * Perform such other relevant duties as may be assigned.   **Training Components and Learning Elements**  At the end of the internship, the incumbent is expected to acquire knowledge, skills and experience in the following areas:   * Working in a collegial team environment while developing an understanding of gender-related needs, perspectives and concerns and promoting equal gender participation; * Gather and disseminate information and data to develop relevant and quality project proposals, and actively seek new ways of improving programmes or services; * Develop capacity through coaching, mentoring and formal on-the-job training, when working with IOM Mauritius staff and partners; * Gain insight experience in working in an international multi-cultural environment, with an intergovernmental organization; * Further develop research competences, especially in migration and migration-related areas. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| * Bachelor’s or Master’s degree in international relations, political science, development studies, social sciences or a related field from an accredited institution | | |
| Experience | | |
| * Experience in academic writing, research and analysis; * Demonstrated interest and/or experience in the field of research, analysis, report writing, governance, or development especially in international organizations or NGOs. * Professional work experience in project implementation would be considered an asset. * Experience on migration, sustainable development and SDG is an asset. | | |
| SKILLS | | |
| * Excellent research and writing skills, as well as strong analytical aptitude and strong communication skills; * Proficiency in using Microsoft Office suite (Word, Excel, PowerPoint) * Ability to manage workload with minimum supervision and collaborate with a wide range of colleagues while meeting deadlines; * Familiarity with migration, migrant rights, the different aspects of migration and refugee law, trafficking in persons, and, migrant integration; * Excellent interpersonal skills: being able to listen and collaborate with a wide range of players, being able to work independently, being pro-active and taking initiative; * Be able to work both independently and as part of a team. * Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded; | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English | | Fluency in French and/or Mauritian Creole is an advantage |
| 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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