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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – ICT Innovation Analyst | |
| Position grade | Other | |
| Duty station | Geneva, Switzerland | |
| Organizational unit | ICT | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? |  | |
| Reports directly to | ICT strategy, risk and governance | |
| II. Organizational Context and Scope | | |
| Under the overall supervision of Director ICT/CIO and the direct supervision of Senior ICT Officer (Strategy, Governance and Risk), the successful candidate will identify and support a portfolio of technology innovations, acting as advisor and broker with the aim of supporting innovations to positively impact the lives of migrants. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Provide the ICT strategy risk and governance lead support in setting up the Technology Innovation Portfolio including defining investment thesis, sourcing process, portfolio funnel stage gates and KPIs aligned to maximize return on investment + impact. 2. Under the guidance of the ICT strategy lead, develop and implement training to enable and support innovation across IOM. This may include: Design Thinking, human-centred design, wire-framing etc. Note, training may be developed and provided in conjunction with an external partner. 3. Under the guidance of the ICT strategy lead, develop and implement artefacts to facilitate innovation across IOM. This will include, but not be limited to: Business model canvas for impact, how to guide for MVPs, etc. 4. Coordinate Portfolio Management of the Technology Innovation Hub executing the overall portfolio management strategy through pipeline, pilot, accelerate and scale-up stages. 5. Work with the Partnerships team to provide the necessary information to enable resource mobilization and partnership development for the portfolio in general and for specific projects in the portfolio. 6. Support the Comms team in building and delivering a communications strategy that will support the aims of the innovation portfolio   Perform such other duties as may be assigned  **Training Components and Learning Elements**  As an integral part of the IOM assignment the intern will:   * Gain experience in a UN Organization, including management and international cooperation activities, as well as understanding the dynamics of regional and international initiatives and working groups. * Gain experience in migration policies of the region and of relevant migration governance strategies and responses. * Gain experience of designing and embedding innovation within a UN organisation. * Acquire in-depth knowledge of IOM operation and activities. * Be able to draft and finalize reports, concept notes and project proposals. * Gain experience in working with governmental, non-governmental and United Nations institutions. * Enhance negotiation skills in a multilateral and multi-cultural setting. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Master’s degree in Business Administration, Political science or a related field from an accredited academic institution with two years of relevant professional experience; or * University degree in the above fields with four years of relevant professional experience. | | | |
| Experience | | |
| * Experience related to innovation processes; and, * Experience related to strategy and marketing is an advantage * Some knowledge or demonstrated interest working with / in a startup environment (could be a startup, accelerator / incubator) | | |
| SKILLS | | |
| * Good knowledge of innovation and strategy thinking; * Stakeholder management skills; * Organization skills; analytical and creative thinking; * High level of engagement | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese).  For all applicants, fluency in English is required | | Working knowledge of English and another UN language is a bonus. |
| 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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