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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – MECC | |
| Position grade | Other | |
| Duty station | Male, Maldives | |
| Organizational unit | MECC | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | Senior Project Assistant | |
| II. Organizational Context and Scope | | |
| **Background Information**  The International Organization for Migration (IOM) works to encourage socioeconomic development through migration and remains committed to the principle of safe, orderly, and regular migration which benefits migrants and society. IOM Maldives works in close partnership with national and local government institutions, non-governmental agencies, community organizations and the donor community to assist national entities address pressing and complex challenges in migration governance and management to respond to migratory phenomenon from an integral and holistic perspective, including links to socioeconomic growth by maximizing the benefits and minimizing risk for the community, and to ensure improved living conditions for vulnerable communities.  The Migration Environment and Climate Change (MECC) 12-month project, with funding from the IOM Development Fund (IDF), aims to contribute to effective responses to the human mobility dimensions of climate change in the Republic of Maldives. The Maldives stands at the front line of the climate change crisis. The low elevation and geographical dispersion of the islands makes the country especially vulnerable to the impacts of climate change and presents challenges to an effective response. Sea level rise presents a particular risk where a rise of two metres would virtually submerge the entire country of 1,190 small islands. Communities across the country are already grappling with the issues of increased coastal erosion, flooding, coral bleaching, tidal surges, thunderstorms, and heavy rain. These adverse effects of climate change have been influencing factors on internal migration within the Maldives.  The objective of the MECC project is to strengthen the capacities of the Government of Maldives and communities to better respond to the impacts of climate change on human mobility.  **Supervision**  The successful candidate will work under the overall supervision of the Senior Project Assistant of MECC, which operates under the National Programme Officer. | | |
| III. Responsibilities and Accountabilities | | |
| The successful candidate will support the daily work of the MECC project contributing to tasks such as:   * Support for project planning, coordination, implementation, monitoring including assisting research * Support for project reporting * Support for monitoring and compilation of data to meet requests from IOM and other agencies * General editing of project related documents. * Support, as required, for organization of any events undertaken by MECC * Attend relevant discussions, conferences, workshops, working groups, interagency coordination meetings, and other forums and circulate notes for file on topics discussed. * Other duties as may be assigned   **Training Components and Learning Elements**  Most training will be on-the-job. IOM also provides online learning opportunities for  interns through an e-campus platform.  Completion of various online course are mandatory on the topics of:  UN security, gender, prevention of sexual exploitation and abuse (PSEA), and ethics and values.  There will be other opportunities for online training on a variety of topics including:  project development, reporting, monitoring and evaluation, and PRIMA-the IOM  project management tool. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Bachelor’s Degree in Social and Political Science, Human Rights, Law, International Relations, Social Development or related area from an accredited academic institution | | | |
| Experience | | |
| Experience in a relevant field highly advantageous. | | |
| SKILLS | | |
| * Strong skills in drafting in English * Experience in the usage of office software packages (MS Word, Excel, etc) * High level of professionalism and ability to work under pressure and adhere to strict deadlines in a complex and fast changing environment * Knowledge of the broad range of migration related subject areas dealt with by the organization | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Language required for the position: Fluency/High competency in English (oral and written). | | NA |
| 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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