

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Intern – Community Resilience and Peacebuilding (CRP) |
| Position Grade | UG |
| Duty Station | Maputo, Mozambique |
| Position Number | tba |
| Job Family | Operations |
| Organizational Unit | Community Resilience and Peacebuilding |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Position rated on | n/a |
| Reports directly to | Programme Manager (CRP) |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

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| **Background Information**  For over two years, the Muslim-majority province of Cabo Delgado province in Mozambique has experienced attacks by armed groups affiliated with the Islamic State, causing over 600,000 people to be displaced. Attacks have increased in severity and frequency since they began in October 2017, and there has been a particular increase in violence in 2020. The insecurity in Cabo Delgado is multi-faceted with many drivers including perceptions of historical marginalization and lack of economic opportunities.  In light of this increasingly volatile context, IOM has a portfolio of peacebuilding and community resilience projects that seek to strengthen communities’ abilities to prevent and manage the negative effects of violent conflict and support processes that address the root causes of conflict. The portfolio is anchored in activities that strengthen confidence between communities and authorities and promote dialogue to identify sources of tension, advocate for solutions, and prioritize investments that stabilize communities.  Under the overall guidance of the Head of Peace, Development and Coordination Unit (PDCU), and under the direct supervision of the Community Resilience and Peacebuilding (CRP) Programme Manager, the successful candidate will be provide support for, and guidance to, the field-level management and implementation of the main stabilization project in the portfolio including communications, reporting, project development and monitoring and evaluation.  **Supervision**  *The successful candidate will work under the overall supervision of the* Head of Peace, Development and Coordination Unit (PDCU) and under the direct supervision of the Community Resilience and Peacebuilding (CRP) Programme Manager*, and in cooperation with other colleagues in the Division, at IOM HQ and field Missions. S/he will pursue the following duties* |

SECTION 3

Responsibilities and Accountabilities

1. Assist the Programme Manager with preparing and drafting of new Project Proposals, Concept Notes and Project Reports
2. Assist with liaising with Programme Officers within CRP and other units in IOM for Project Development and Reporting purposes
3. Support development of PowerPoint presentations, talking points, note-taking and completion of requests for information and document-reviews.
4. Assist in the record and archive all relevant documents of the CRP portfolio
5. Support administrative and clerical activities in close collaboration with the Project Officers and the Programme Manager
6. Maintain an effective tracking system of CRP inventory, filling system of the project documents, letters, memo, etc.
7. Support in general operations troubleshooting and problem solving
8. Assist with other duties as required by the Programme Manager

**Training Components and Learning Elements**

* Get an understanding of IOM’s institutional strategy and Mandate
* Learn about the migration and displacement context in Mozambique, and IOM’s programming on Peace and Development
* Learn about prevention of violent conflict and peacebuilding interventions in Mozambique
* Learn to develop Concept Notes and Project Proposals that meet IOM and Donor requirements
* Learn to write Talking Points, Meeting Notes, Presentations, and Reports that meet institutional standards

SECTION 4

Required Qualifications and Experience

EDUCATION

Master’s degree or Bachelor’s degree from an accredited academic institution, preferably in international relations, social sciences or related field.

EXPERIENCE

* Initial experience working on issues of peace and development, migration and/or displacement
* Working in an international setting, like an international organization or multi-national corporation.

SKILLS

* Excellent analytical thinking skills.
* Ability to work in multicultural environment.
* Ability to work under pressure and with minimum supervision
* Hard working and pro-active
* Solid computer skills, including proficiency in MS Office package (Office,
* Excel, Power Point, Outlook), internet and Email, knowledge of Adobe Software is an asset
* Excellent written and verbal skills in English

SECTION 5

Languages

REQUIRED

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.

DESIRABLE

Working knowledge of Portuguese is advantageous.

SECTION 6

Competencies[[1]](#footnote-1)

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

* Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
* 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.
* Courage: Demonstrates willingness to take a stand on issues of importance.
* Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions 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.

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)