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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – MPA | |
| Position grade | Other | |
| Duty station | Bujumbura, Burundi | |
| Organizational unit | Migrant Protection and Assistance (MPA) | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office, Bujumbura, Burundi | |
| Reports directly to | MPA Program Coordinator | |
| II. Organizational Context and Scope | | |
| **Background Information**  IOM is a key actor in the field of human mobility and migration, supporting migrants, and developing effective responses to the shifting dynamics of migration. It is also a crucial resource and support to migration policy and practice for the Government of Burundi (GOB) and local partners. IOM Burundi operates in emergency situations, developing the resilience of people on the move, particularly those in situations of vulnerability, as well as building capacity of the government and other relevant stakeholders to manage all forms and impacts of migration.  IOM is present in Burundi since 2008, and through its Protection and Counter-Trafficking projects, continues to strengthen the government's capacity to better respond to and govern numerous migration challenges. IOM provides assistance to vulnerable migrants and communities, supports the socio-economic reintegration of returnees, internally displaced people, VoTs, stranded migrants and other vulnerable populations, raises awareness on the threats of irregular and forced migration, gender-based violence, human trafficking and exploitation among others.  Through its Migrant Protection and Assistance Unit (MPA), IOM supports the individuals and communities to access and exercise their rights. It also offers support to governments in carrying out their duties to respect, protect and fulfil these rights, thus contributing to managing in line with international standards and practices.  MPA responds through the following six pillars: direct assistance; training and capacity development; data, research and learning; convening and dialogue; advocacy and communications; as well as the provision of thematic guidance.  **Supervision**  The successful candidate will work under the overall supervision of the Head of Programs and under the direct supervision of the MPA Program Coordinator, and in cooperation with other colleagues in MPA, at IOM Burundi. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| Assist in drafting the posts/reports on MPA activities, to be disseminated through social media and other communication platforms.  Assist with the development and editing of the concept notes, project proposals and project reporting.  Assist with the preparation and execution of internal and external meetings with donor, partners, and government by drafting the agenda, taking meeting minutes, collecting action points, etc.  Facilitate with the development of visibility tools such as monthly newsletters, situation reports, press briefings notes, or donor reports.  Contribute to the monitoring and evaluation of projects against the deliverables and indicators.  Undertake all other duties as may be assigned.  **Training Components and Learning Elements**  The successful candidate will also gain experience in working in an international multicultural environment, within the United Nations system.  Gain experience in organization, management and international cooperation activities.  The successful candidate will acquire technical knowledge in communications in the field of migration and development. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Advanced degree (Master’s degree) in a field of study related to migration or other relevant Social Sciences (e.g. Humanitarian Affairs, Development Studies, Political Science, International Relations or a related field) or a related field from an accredited academic institution with equivalent combination of work experience in a related area. | | | |
| Experience | | |
| Practical experience of how to multi-task, prioritize and work independently;  Excellent communication skills and command of English and French (oral and written), previous experience in dissemination and communication of research outputs is highly desirable  Experience in development and editing of the concept notes, project proposals and project reporting.  Monitoring and evaluation of projects against the deliverables and indicators. | | |
| SKILLS | | |
| Sound understanding of migration issues;    Excellent editorial skills in English and French.  Good interpersonal and communication skills  Excellent research, writing, communication and analytical skills. A record of publishing on aspects of migration is an advantage;  Good level of computer literacy (especially Word, Excel, PowerPoint and  Publisher, as well as virtual conference platforms such as Zoom);  Excellent attention to details;  Demonstrated organizational skills;  Ability to understand the Organization’s structure and portfolios;  Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;  Proven ability to produce quality work accurately and concisely according to set deadlines; | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English and French (oral and written). | | Kirundi is an asset. |
| 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. | | |
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