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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Power Platform Community Coordinator | |
| Position grade | Other | |
| Duty station | Geneva, Switzerland | |
| Organizational unit | Strategy, Governance and Risk Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | HQ | |
| Reports directly to | Senior ICT Officer (SRG) | |
| II. Organizational Context and Scope | | |
| **Background Information**  IOM Innovators in the missions are developing innovative technology approaches to address operational and migrant challenges. Innovations include data projects and tools, process automation solutions and migrants’ engagement initiatives. To support the most promising innovations, address the pressing barriers and scale the greatest opportunities for action, the Field Facing Innovations Project is embarking on scaling of Microsoft Power Platform as a low-code/no-code tool to accelerate digital transformation in IOM. To achieve this, the project will facilitate an emerging community of Power Platform users through communication, capacity building and documentation of best practices.  **Supervision**  The successful candidate will work under the overall supervision of the Director of ICT and direct supervision of the Senior ICT Officer (SRG) and in cooperation with other colleagues in the Department, at IOM HQ and field Missions. S/he will pursue the following duties: Facilitate Power Platform Community, coordinate communications globally, support capacity building activities and document and disseminate best practices. | | |
| III. Responsibilities and Accountabilities | | |
| Areas of responsibilities by using the “What, why and how” approach.   * Engage the Power Platform community of makers and users in structured discussions, independent analysis through interviews and lead research of project evaluation highlighting progress and gaps and engaging stakeholders in advancing adoption of Power Platform in IOM. * Coordinate scheduling and directly support capacity building activities including targeted trainings or global webinars, * Coordinate knowledge sharing using institutional communication channels including Yammer, Teams etc., * Conduct interviews with IOM innovators and business leaders to document best practices, communicate success stories and disseminate lessons learnt across IOM, * Contribute to collection and management of technology innovation data across the organization, * Desktop research different models and key players in the citizen development space, * Performs any additional assignments as requested by the supervisor.   **Training Components and Learning Elements**   * Opportunity to engage directly with IOM network of innovation leads as well as leaders in the field missions to support them generate ideas to solve key problems, * Learn a variety of knowledge management skills such as stakeholder analysis, semi-structured interviews, data collection, tracking emergent patterns, and general research support, * Learn IOM communication and capacity building capabilities, * Learn use and adoption of Microsoft Power Platform. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Academic requirements | | Enrolment in under-graduate or graduate studies in technical courses such as Marketing, Publicity, Communication, Business Administration, Innovation or other relevant area. | | | |
| Experience | | |
| Position specific experience   * Relevant professional experience in Innovation projects, marketing, fundraising areas, or any other related field is an added advantage. * A good understanding and experience in Microsoft 365 suite, research and communication will be appreciated. * Familiarity with public sector work is considered an asset. | | |
| SKILLS | | |
| * Strong communications and research skills are required. * Good interpersonal skills, creativity and ability to achieve results under strict deadlines. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Language required for the position, for example: *Fluency in English (oral and written).* | | Desirable languages, for example: *Working knowledge of either Arabic, French and Spanish 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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