

Position Title : **Intern –Programme Support Unit**

Duty Station : **Port Moresby, Papua New Guinea**

Classification : **Intern, Grade Other**

Type of Appointment : **Internship, six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **31 May 2024**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

### **Context:**

### **Background Information**

IOM has been operating in Papua New Guinea (PNG) since 2001, working on complex emergencies and providing humanitarian relief while building capacity of the Government for better migration management. Operating through its Country Office in Port Moresby and twelve field-offices across the country. IOM's programmes focus on disaster risk reduction, emergency preparedness and response, peacebuilding, labour mobility and human development, climate change, countering trafficking in persons, immigration and border governance, legal identity, protection, assisted voluntary return and reintegration, migration, and health.

### **Supervision**

Under the overall supervision of the Chief of Mission and direct supervision of the Project Development and Reporting Officer (PDRO), and in coordination with Country Office with Coordination Function (COCF) Canberra and the Regional Thematic Specialist (RTS) in the Regional Office for Asia and the Pacific (ROAP), the Intern - Programme Support Unit will contribute to PSU functions, including resource mobilization efforts to advance IOM's strategic objectives in PNG.

### **Core Functions / Responsibilities:**

1. Support the development of mission resource mobilization strategies, taking into account national and donor priorities in PNG, in close coordination with the PDRO and relevant units within the Mission.
2. Assist in the development of country office strategic plans, which are in line with the IOM's Pacific Strategy, Regional Strategy for Asia and the Pacific, Global Strategic Plan and the Mission's involvement in the United Nations Sustainable Development Cooperation Framework (UNSDCF) priorities in PNG.
3. Support with the liaison between Mission's PSU, IOM Regional Office in Bangkok, IOM Headquarters in Geneva, as well as other IOM missions with liaison and resource mobilization functions (CORMFs) to ensure timely drafting, compilation and submission of project concept notes and proposals in compliance with donor requirements.

4. Ensure project required support functions such as project development, reporting, donor relations, public information and information management are provided to project coordinators and project implementation teams in a timely manner.
5. Support drafting of donor reports including assistance on donor reporting queries and deadlines, including support to coordination of Mission's inputs to different institutional and external reporting processes.
6. Support project development including coordination with the regional office, HQ and other relevant departments.
7. Support knowledge management, including maintaining Mission's PSU SharePoint, as well as sharing and coordinating other relevant information across Mission Units.
8. Undertake other tasks as may be assigned according to relevant experience and academic background.

## **Training Components and Learning Elements**

It is expected that the selected intern will:

- Gain knowledge in IOM's areas of intervention, including disaster management, emergency preparedness and response, counter-trafficking in persons, assisted voluntary return and reintegration, migration and border management, migration health and integration as well as gain insight into working in an international multi-cultural environment, within the United Nations system.
- Gain understanding of IOM and the UN system and develop skills in project development and reporting processes.
- Acquire technical knowledge in resource mobilization, policy, and strategy development.
- Access online training courses at the disposal of all IOM staff.
- Have the possibility to interact with IOM staff within the Regional Office and Headquarters.
- Gain practical experience in a dynamic and international environment.
- An opportunity to demonstrate creativity, innovation, contribute with and propose new ideas.
- Possibility to oversee important responsibilities and demonstrate confidence and initiative.
- A great opportunity to start building professional network and learning new opportunities.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in international development, international relations, or a related social science field from an accredited academic institution/university or an equivalent combination of training and experience.

### **Experience**

- Field experience in the migration or development fields is a plus.
- Experience in project development and reporting and government and donor liaison is a plus.
- Experience of working in a multi-cultural setting.

### **Skills**

- Confirmed interest in migration issues;
- Knowledge of recent global migration trends and developments in the Pacific region;
- Good insight into the current humanitarian as well as development debates and coordination frameworks;
- Attention to detail, ability to organize paperwork in a methodical way;

- Ability to maintain confidentiality, patient and willingness to learn new things;
- Able to plan and coordinate effectively to meet deadlines and commitments;
- Ability to work well independently, and within a team;
- Ability and willingness to work respectfully and flexibly with colleagues from a range of backgrounds, cultures, and locations;
- Excellent research, writing and organizational ability to meet deadlines and effectively multi-task;
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; and
- Advanced English writing, communication, and negotiation skills.

## Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Note

### Eligibility and Selection

This internship opportunity is part of IOM's Diversity and Inclusion Internship Program 2024. **A main condition is that applicants be citizens of countries which are not part of the OECD-DAC (except for Iceland, which is a Non-Represented Member State in IOM as of April 2024 and is included in the programme); and additionally, that applicants self-identify as persons with disabilities.**

If you encounter technical difficulties while completing your application and cannot submit it, please reach out to us at [DEI-DHR@iom.int](mailto:DEI-DHR@iom.int)

The selected candidate for this internship position will work remotely (teleworking). Interns will receive a monthly stipend, plus an amount to cover office and internet costs.

IOM strongly encourages applications from women, LGBTI+ individuals, persons belonging to indigenous or tribal peoples, or ethnic minorities. We strongly suggest you mention in your application your belonging to any of the aforementioned groups. All information will be treated confidentially.

If you would like to explore all vacancies that are part of the 'Diversity and Inclusion Internship Program 2024', please go to: <https://www.iom.int/diversityinternships>

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 enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent) or have graduated in the last 12 months.
- e) are at least 20 years old.

- Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if

the candidate is shortlisted.

- Depending on experience and location, IOM provides a small monthly stipend to help offset costs.
- This internship programme will be supporting the IOM Mission in Papua New Guinea.

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## **Required Competencies:**

The successful candidate is expected to demonstrate the following values and competencies:

### **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

- **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.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

### **Other:**

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

No late applications will be accepted.

***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 31 May 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

***Posting period:***

From 10.05.2024 to 31.05.2024

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: INT 2024 12 - Intern –Programme Support Unit - Port Moresby, Papua New Guinea (Homebased) (58838001) Released

Posting: Posting NC58838002 (58838002) Released