

Position Title : **Intern – Project Development**

Duty Station : **Dakar, Senegal**

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**

The internship for the Intern - Project Development offers opportunities to learn about migration and development in Dakar, Senegal, understand the workings of an international organization and the ONE UN system, prepare project documents per IOM protocols, and develop and participate in programs related to migration. Additionally, it provides experience in collaborating with various governmental and non-governmental bodies.

### **Supervision**

Under the direct supervision of the Chief of Mission, the Intern - Project Development for the IOM Dakar Country Office identifies relevant project opportunities and develops proposals that align with both national and regional needs, as well as donor priorities. The Intern will also provide extensive support in project and program development.

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

1. Assist in Project Development: Support the office in staying updated on new IOM projects and funding opportunities, serving as a supportive resource in project development.
2. Network and Collaborate: Assist in building and maintaining internal networks to help identify resource capacities and gaps in project development.
3. Support Collaborative Efforts: Work under the guidance of the Regional Liaison and Policy Officer (RLPO) and contribute to receiving inputs from Project Offices and the Chief of Mission, with thematic guidance from Regional Thematic Specialists (RTS) to identify project opportunities relevant to IOM.
4. Assist in Project Planning and Monitoring: Help plan and organize aspects of new regional and country-specific programs and projects, emphasizing regional cooperation. Support the monitoring of ongoing activities.
5. Contribute to Strategy Development: Collaborate under the RLPO and RTS to support the development of national and regional strategies.

6. Support Project Conceptualization and Design: Assist in the conceptualization, design, and development of office projects, ensuring they align with IOM's strategic guidelines, the IOM Project Handbook, and relevant national and regional strategies.

7. Learn about Inter-agency Coordination: Gain insights into the coordination of inter-agency program and project development, particularly concerning the UN and UN trust funds, under the guidance of the Chief of Mission.

8. Enhance Knowledge Management Skills: Participate in enhancing IOM's knowledge management practices, including project tracking, data analysis, monitoring, evaluation, and information sharing.

9. Receive Guidance on Project Management: Receive mentoring and support in project development and management, aligning with the best practices outlined in the IOM Project Handbook and IOM's mission.

## **Training Components and Learning Elements**

The training components and learning elements for the role based on the outlined responsibilities and accountabilities are as follows:

- Comprehensive Project Development Training: Gain proficiency in all aspects of project development, including staying informed about new IOM projects and funding opportunities.
- Networking and Resource Identification: Develop skills to create and maintain networks within the office, identify resource capacities, and address gaps in project development.
- Strategic Coordination: Learn to effectively coordinate with the Regional Liaison and Policy Officer (RLPO), Project Offices, and the Chief of Mission, taking input from Regional Thematic Specialists (RTS) to pinpoint relevant project opportunities.
- Program and Project Management: Acquire skills in planning and organizing all facets of new regional and country-specific programs and projects, focusing on regional synergies and the monitoring and support of ongoing activities.
- Strategy Development Collaboration: Collaborate closely with the RLPO and RTS in the development of national and regional strategies, enhancing strategic thinking and planning abilities.
- Project Design and Development: Support the conceptualization, development, and design of office projects in alignment with IOM's constitution, strategies, policies, thematic guidelines, and the IOM Project Handbook.
- Project Initiation for Country Office: Learn to independently develop projects specifically tailored for the Country Office, enhancing project management skills.
- Inter-agency Collaboration Guidance: Receive training on guiding the Chief of Mission on inter-agency program and project development, with a particular focus on the UN and UN trust funds.
- Knowledge Management: Enhance capabilities in IOM knowledge management, including project tracking, data analysis, monitoring and evaluation, and information sharing.
- Project Development Support: Offer and receive general guidance on project development and management, aligning with the IOM Project Handbook to ensure best practices in project management.

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

### **Education**

- Currently pursuing or recently graduated with Master's degree in International Relations, Project Management, Development Studies, or a related field in an accredited academic institution; or
- Currently pursuing or recently graduated with Bachelors degree in the above fields; and,
- Desirable Certifications: Coursework or certifications in project management methodologies such as PMP or PRINCE2 are advantageous but not required.

## Experience

- Relevant Experience: Some exposure to or academic projects involving the design, planning, and implementation of projects, particularly within an academic or volunteer setting related to international organizations.
- Familiarity with Frameworks: Basic understanding of or coursework related to IOM/UN project development frameworks and procedures.
- Coordination Skills: Experience or involvement in coordinating with peers or in group projects and liaising with various stakeholders to explore project opportunities and assist in developing proposals.

## Skills

- Project Coordination and Support: Ability to support project cycles, including assisting with conception, development, and implementation, with a focus on fostering regional synergies and inter-agency cooperation.
- Strategic Support Skills: Capability to assist in collaborations with strategic units and high-level officers, contributing to the formulation of regional and national strategies.
- Networking and Relationship Building: Developing skills in creating and maintaining networks and contacts within and outside the organization to facilitate project development.
- Knowledge Management: Proficient in assisting with the management and dissemination of project-related knowledge and information across the organization to foster learning and adaptation.
- Analytical Skills: Developing ability to conduct analyses to support project development and decision-making processes.
- Organizational Skills: Demonstrated ability to manage multiple tasks and responsibilities in a dynamic environment, maintaining organization and attention to detail.
- Adaptability and Cultural Sensitivity: Effective at working within diverse teams and adapting to cultural differences, contributing to a harmonious workplace.
- Communication: Strong written and verbal communication skills, crucial for supporting the development of project documents, reports, and presentations.
- Independent and Proactive Work Approach: Willingness and capability to undertake tasks independently and proactively address issues and opportunities in project development.

## 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 Dakar, Senegal.

<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.

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