



Vacancy Notice

MU10.INT2023-04

Position Title: **Programme & Policy Intern**

Duty Station: **Port Louis, Mauritius**

Position grade **Intern - Non-Remunerated but monthly subsistence allowance will be paid for transportation and living expenses**

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

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

Closing Date: **28 May 2023**

Established in 1951, International Organization for Migration (IOM) is 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.

The Internship Programme targets young, talented students and graduates willing to gain practical experience in a field relevant to the Organization through their involvement in daily working activities in migration-related areas, support/administrative functions and/or different thematic areas.

IOM is committed to a diverse and inclusive environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Context:

Under the overall supervision of the Chief of Mission and direct supervision of the National Programme & Policy Officer, and in cooperation with the Programme Assistant, Communication Assistant and the Resource Management Unit, the Incumbent will be tasked to assist in programme and policy related work across a variety of thematic areas including: maritime security; migration and development; migration, environment and climate change; labour mobility; migrant protection; etc. and conduct tasks ranging from research, analysis, drafting of internal and operational documents to providing daily administrative and logistical support to the Unit.

Core Functions / Responsibilities:

1. Support the preparation of thematic briefs, factsheets and comprehensive reports to be used as inputs for discussions and for the development of proposals and knowledge products;
2. Conduct research and analysis on specifically identified points surrounding policy developments linked to migration and development.
3. Provide support in drafting, reviewing and editing of activity concept notes in IOM's areas of interest;
4. Take notes as requested in meetings and draft notes for file with follow-up actions required to these meetings and events;
5. Assist in preparing and reviewing specific reports, notes and documents as may be required;
6. Participate in the organization of activities by compiling materials and assisting in the logistic coordination of related events.
7. As part of a Team, contribute to project development, donor liaison, and coordination with Headquarters (HQs), Regional Office (RO) and other relevant stakeholders.
8. Maintain working relationships with the Government, NGOs, and UN agencies to develop cooperation in inter-related activities.
9. Perform other related duties as required or assigned by the supervisor.

Training Components and Learning Elements:

At the end of the internship, the incumbent is expected to acquire knowledge, skills and experience in the following areas:

- Enhance the educational and professional experience through practical and guided hands-on exposure and involvement in project tasks in particular as well as coordination with various program staff members;
- Be exposed to the working environment of a multilateral organization and a better understanding of IOM's goals and activities;
- Gain understanding of the UN System and its processes; and
- Be able to prove their dedication, skills and capacity to work in an international setting as part of a diverse and international team.

Required Qualifications and Experience:

Education

- Bachelor or Master's degree in political science, international relations, development studies, law or a related field from an accredited academic institution or,
- University degree in the above fields of study.

Experience & Skills

- Demonstrated interest and/or experience in the field of research, analysis, report writing, governance, or development especially in international organizations or NGOs.
- Practical experience in multi-tasking, prioritization of tasks and working independently.
- Professional work experience in project implementation would be considered an asset.
- Excellent oral and written skills;
- Continuous Learning – promotes continuous learning for self and others;
- Strong interest in migration issues;

- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Capability to draft research, policy and other types of papers;
- Strong organizational skills;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Practical experience of how-to multi-task, prioritize and work independently;
- Can proficiently use MS Office (Word, Excel, Power Point);

Languages

Fluency in English is required. Knowledge of French and Mauritian Creole is an advantage.

Required Competencies:

Values

- Inclusion and respect for diversity: encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Integrity and transparency: maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Professionalism: demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.

Core Competencies

- Teamwork: establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Delivering results: produces quality results and provides quality services to clients.
- Managing and sharing knowledge: shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: operates in compliance with organizational regulations and rules.
- Communication: encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.

Eligibility and Selection:

In general, the Internship Programme aims at attracting talented students and graduates who

- have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities;
- are holding a scholarship for internship placements in international organizations
- and/or for whom internship is required to complete their studies; or
- are sponsored by governmental/non-governmental institutions and/or academia to work in
- specific areas relevant to both IOM and the sponsor.

Applicants to IOM internships must, at the time of application, meet one of the following requirements:

- Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- Have graduated with a university degree and, if selected, must commence the internship within one year of graduation.

IOM is committed to a diverse and inclusive environment. Appointment will be subject to certification that the candidate is medically fit for appointment. Appointment will be subject to and verification of residency, visa and authorizations by the concerned Government, where applicable.

Appointment will be subject to the security clearance of the candidate. The candidate will be requested to produce a 'Certificate of Character' dated less than six months.

How to apply:

Interested candidates who meet the minimum requirements are invited to submit their applications containing a letter of motivation and a detailed up-to-date Personal History (P11) form and CV by email to iommauritus@iom.int, **by 28 May 2023** specifying the reference number (MU10.INT2023-04) in the subject line of the email.

Only complete applications will be considered. The Personal History (P11) form can be downloaded here:

<https://ropretoria.iom.int/sites/g/files/tmzbdl691/files/images/resources/Personal-History-Form.docx>.

Only shortlisted candidates will be contacted.

Posting period:

From 22 to 28 May 2023.