



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR APPLICATIONS

I. POSITION INFORMATION	
Position title:	MPRR Programme Support Intern
Duty station:	Regional Office, Nairobi, Kenya
Duration of Assignment:	Four (4) months
Organizational unit:	RO EU-IOM Joint Initiative
Reporting directly to	Regional MPRR Support Officer
Overall supervision by	Regional MPRR Coordinator
Managerial responsibility	None
CFA No.	IOMRONBO/CFA/001/2023
Directly reporting staff	None
Estimated Start Date	As Soon As Possible
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:</p> <ol style="list-style-type: none">1. Assist in meeting the operational challenges of migration and mobility2. Advance understanding of migration issues3. Encourage social and economic development through migration; and4. Uphold the human dignity and well-being of migrants (including Internally Displaced Persons, refugees, asylum seekers), and mobile populations. <p>IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy.</p> <p>IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.</p> <p>The Migrant Protection, Return and Reintegration Programme (MPRR) supported by the European Union assist migrants along key migration routes in Africa with Assisted Voluntary Return and Reintegration. It enables migrants who decide to return to their countries of origin to do so in a safe and dignified way, and to help them restart their lives in their countries of origin. This is done through an integrated approach to reintegration that supports both migrants and their communities. In the Horn of Africa, the MPRR programme covers Djibouti, Ethiopia, Somalia, and Sudan.</p>	

The successful candidate will work as part of the Regional MPRR team, under direct supervision of the Regional MPRR Support Officer, the overall supervision of the Regional MPRR Coordinator, and in coordination with relevant units in the IOM Regional Office for the East and Horn of Africa.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Under the direct supervision of the Regional MPRR Support Officer the recruited intern will be required to;

1. Support with the organization of stakeholder meetings and trainings, including by preparing invitations, logistics, taking notes and preparing reports.
2. Support the implementation of regional initiatives on return and reintegration.
3. Support activities linked to the regional coordination of Migration Response Centres, including the MRC Information System, MRC M&E Framework, MRC PSEA Network, and MRC Strategy.
4. Assist with the development of communication and IEC material, including by preparing and coordinating the contents as well as coordinating translations and design.
5. Support drafting of programme reports and review reports prepared by country offices.
6. Support with the timely and adequate filing of documents in line with donor and institutional requirements and in close coordination with country offices.
7. Assist in the day-to-day coordination and support of country offices.
8. Support with the compilation of information and perform small research tasks as needed.
9. Assist with information requests to and from country offices and other stakeholders.
10. Perform other duties as may be assigned.

IV. 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

- 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.

V. EDUCATION AND EXPERIENCE
<ul style="list-style-type: none"> • Bachelor’s degree in Development, Social Sciences, Political Sciences, Migration Studies, or a related field. • 1 year relevant experience on working and/or researching on migrant protection and assistance. • Familiarity with information management systems, M&E, reporting, and communication.
VI. SKILLS
<ul style="list-style-type: none"> • Strong writing and coordination skills. • Strong computer skills in MS Office suite • Strong interpersonal skills and ability to work as part of a diverse team.
VII. LANGUAGES
Required
Fluency in English is required. Working knowledge of French; and/or any other UN Official language is advantageous.

Mode of Application:

Interested candidates should submit CV and a cover letter indicating the Call for Application Number (CFA No.), Position Title and the Duty Station with three professional referees and their contacts (both email and telephone) to: ronairobihrdrec@iom.int

CLOSING DATE: 29 January 2023

Only shortlisted applicants will be contacted.

NOTE

NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants’ bank details.

Posting period:

From: 19.01.2023 to 29.01.2023