



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

Terms of Reference

I. POSITION INFORMATION	
Position title Position grade Duty station	Intern CO Brussels, Belgium
Appointment type	Internship
Position rated on	
Reports directly to	Programme and Policy Officer / Project Coordinator Luxembourg
VACANCY-SPECIFIC INFORMATION	
Estimated closing date	13 September 2019
Estimated start date	1 Oktober 2019
Posting channel	External
Complete WBS (up to the 5th level)	
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The IOM Country Office Project Development Unit is developing projects in subject areas such as migration and development, labour migration, integration, counter-trafficking, vulnerable migrant groups and unaccompanied migrant children (UMC).</p> <p>The Intern will provide background research, drafting and administrative support to the Programme and Policy Officer, and will work in close cooperation with other colleagues in the IOM Country Office.</p> <p>Within the IOM Country Office, the Luxembourgish Unit is implementing several projects namely related to Assisted Voluntary Return and Reintegration: Foster care for UMC's and Family assessment for UMC's.</p> <p>In this regard, the Intern will also provide technical and administrative support to these different projects.</p> <p>Note that the intern is expected to apply and obtain a scholarship to cover his/her costs of living during the internship.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>a) Support the Programme and Policy Officer with regards to development of new projects and liaison with the Belgian government and other stakeholders;</p> <p>b) Support the Programme and Policy Officer and the Project Coordinator in the research and analysis of the Belgian and Luxembourgish government's institutional framework(s), policies and funding opportunities; prepare all relevant background information, research and filing necessary for meetings with stakeholders;</p> <p>c) Draft meeting reports and minutes; routine correspondence, type letters, reports and memoranda as well as IOM documents and forms related to IOM operational and administrative matters;</p> <p>d) Assist in preparation of visits and meetings with relevant stakeholders as well as in organization of study visits by other IOM missions and their partners in Belgium;</p> <p>e) Assist in drafting public information documents, website articles, press releases and information dissemination on IOM activities towards public and private EU partner-institutions;</p>	

- f) Assist in undertaking research, data collection and analysis on current migratory situation and future prospects and trends, relevant to IOM activities, in Belgium and Luxembourg, the EU and in third countries;
- g) Assist the Project Coordinator in operational and administrative support of projects within the Luxembourgish Unit (mainly Assisted Voluntary Return; Foster Care Family; and Family Assessment of UMC's);
- h) Assist the Programme and Policy Officer in the development of a Country Office Strategy 2019-2023.
- i) Provide occasional assistance to the different Country Office colleagues in case of high workload;
- j) Any other duty within the incumbent's capabilities as assigned by the Chief of Mission.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

University degree in Economic sciences, Migration Studies, International Relations or Law from an accredited academic institution

EXPERIENCE

- First working experience or internship within the national public sector/ NGOs related to migration or project management administrative support would be highly desirable;
- Knowledge of the Belgian context and policies in the field of migration and development is an advantage;
- Excellent writing and drafting skills is a requirement;
- Strong organizational skills is a requirement;
- Computer literacy, especially database and formatting tools;
- Ability to timely understand the Organization's structure and portfolios

V. LANGUAGES

Required (specify the required knowledge)	Advantageous
English (Fluent)	French and Dutch highly desirable

VI. COMPETENCIES

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)