



International Organization for Migration (IOM)

The UN Migration Agency

### Call for Application (CFA)

<b>Position Title</b>	Intern (Labour Mobility and Social Inclusion)
<b>Classification, Position Grade</b>	Ungraded
<b>Duty Station</b>	Kampala-Uganda
<b>Type of Appointment</b>	Internship (3 Months with possibility of extension)
<b>Date of Issue</b>	31 <sup>st</sup> October 2023
<b>Closure Date</b>	07 <sup>th</sup> November 2023
<b>CFA No.</b>	<b>CFA/UG/012/2020</b>
<b>Organizational Unit</b>	LMI

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*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. IOM is committed to a diverse and inclusive environment.*

#### ***Background and Context:***

The International Organization for Migration (IOM) is committed to ensuring orderly and humane governance of migration, promoting international cooperation on migration issues, and assisting in the search for practical solutions to migration issues.

Under the overall direction of the Chief of Mission and the Senior Programme Assist; the intern will assist with the support the Labour Mobility and Social Inclusion Unit of IOM projects in the provision of project management support He/she will perform the below tasks:

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

- In coordination with the Senior Programme Assistant, assist the LMI unit with planning, preparing, organizing, and implementing all aspects of the project activities.
- Assist in timely implementation and reporting on project activities according to IOM and donor formats as required and contribute to and/or prepare weekly progress updates on project activities.
- Assist with in-house coordination among different sections of the project including the Resource Management Units and ensure proper documentation of project documents and filing.
- Support liaison with relevant governmental and non-governmental entities, international organizations as well as other relevant stakeholders where necessary for effective implementation of the activities of project.
- Assist in the planning, preparation, and implementation of trainings, seminars, conferences, workshops, meetings, presentations, and missions related to the project, undertake duty travel when necessary.

- Support the implementation of Monitoring and Evaluation of the through tracking of the agreed indicators for the implementation of the project.
- Perform any other duties as may be assigned

***Eligibility Requirements:***

- 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.
- All applicants must be between 20 and 36 years of age.
- Applicants should have a working knowledge (both oral and written) of English.

***Education & Experience***

- Completed or final year of enrolment in a bachelor's degree program in the fields of, Social Sciences, Development studies or related fields.
- Basic understanding in the application of project strategic planning approaches,
- Ability to use own initiative and work under pressure with minimum supervision
- Excellent computer skills - (competent in MS Office),
- Strong interpersonal and communication skills
- Attention to detail and ability to organize
- Self-motivated and objective driven

**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:** maintain 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

- a) Accountability- Takes ownership for achieving the organization's priorities and assumes responsibility for own action and delighted work.
- b) Communication – Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.
- c) Teamwork – Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- d) Delivering results – produces and delivers quality services in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- e) Managing and sharing knowledge- Continuously seeks to learn, share knowledge and innovate.

***How to apply:***

Interested applicants may send their applications to [hruganda@iom.int](mailto:hruganda@iom.int) no later than **07<sup>th</sup> November 2023**. Reference Number and Position Title (**CFAUG/012/2020 – Intern- (M&E)**) should be specified in the SUBJECT field.

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

Appointment is subject to funding confirmation

***Posting period:***

From 31<sup>st</sup> October 2023 to 07<sup>th</sup> November 2023