



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **Intern - Multilateral Processes Division**

Duty Station : **Geneva, Switzerland**

Classification : **Intern, Grade OTHE**

Type of Appointment : **Internship, Six months**

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

Closing Date : **20 May 2018**

*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:**

As part of IOM's continuous efforts to increase the diversity of its workforce, a special call for interns from non-represented member states and non-OECD DAC countries (OECD DAC countries: <http://www.oecd.org/dac/dacmembers.htm>) is being launched. IOM's non-represented member States are: (Antigua and Barbuda, Bahamas, Congo(Brazaville), Cabo Verde, Czech Republic, Djibouti, Fiji, Micronesia (Federated States of), Gabon, Guyana, Iceland, Comoros, Lesotho, Libya, Montenegro, Marshall Islands, Mauritania, Malawi, Namibia, Nauru, Papua New Guinea, Paraguay, Seychelles, Slovenia, Suriname, El Salvador, Swaziland, Timor-Leste, Holy See, Saint Vincent and the Grenadines, Vanuatu, Samoa)

### **Background Information**

The Multilateral Processes Division (MPD) is the focal point for IOM's institutional relationship and overall liaison within the United Nations system, including the Global Migration Group (GMG), providing guidance to IOM staff in their work with regard to coordination processes and document preparation, including in the United Nations country teams. The Division develops and articulates IOM's positions and policies on international migration governance and policy, including taking the lead on IOM's work related to the 2030 Agenda for Sustainable Development, representing IOM or providing guidance to those representing the Organization at key multilateral processes dealing with these issues. The Division is also responsible for developing and maintaining the relationship with other migration-relevant platforms, such as the GFMD, as well as other key actors, such as parliaments, cities and local authorities. The Division maintains an online portal that provides the latest information on IOM's engagement in multilateral processes and access to guidance notes.

### **Supervision**

The Intern will work under the direct supervision of the Head of the Multilateral Processes Division, under the guidance of MPD's Senior Policy Liaison Officer, and in cooperation with other colleagues in the Field Missions and IOM Headquarters.

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

The intern would be asked to contribute to MPD's work on issues such as IOM's relationship

with UN agencies and the UN System as a whole; taking part in meetings of the Global Migration Group, following up on issues related to the Sustainable Development Goals, and IOM's involvement in international fora such as the Global Forum on Migration and Development (GFMD); contribute the roll-out and scaling up of the Migration Governance Framework and Migration Governance Indicators.

The Intern will have the following duties and responsibilities:

1. Assist, as requested, in research to prepare for MPD presentations and documentation including for topics related to IOM's integration into the UN System.
2. Attend and help in coordinating bilateral meetings with external stakeholders including other UN agencies.
3. Sit in as a note taker and observer in external meetings with the Global Migration Group (GMG); international organizations, NGOs and others;
4. Draft notes for file with follow-up action required to these meetings and events;
5. Support dissemination of updates on the on-going preparations for the Global Forum on Migration and Development (GFMD);
6. Support IOM's work in relation to the local dimensions of migration;
7. Track stages and deadlines and monitor progress on complex coordination and input processes as required;
8. Support IOM's work on policy developments, including the Migration Governance Framework and the Migration Governance Indicators;
9. Propose elements for and support with updates to MPD's internal webpage;
10. Undertake any other tasks as requested by the supervisor.

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

#### **Education**

- University degree in Economics, International Relations, Business Administration, the Social Sciences, Law, Development Studies, International Affairs or any related discipline.

#### **Experience**

- Computer literacy, especially database tools;
- Strong organizational skills;
- Ability to timely understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Practical experience of how to multi-task, prioritize and work independently;

## Languages

- Fluency in English is required. Working knowledge of French and/or Spanish is an advantage.

## ***Desirable Competencies:***

### **Behavioral**

- 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
- 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.

### ***Other:***

Special consideration will be given to candidates who are nationals of a non-OECD DAC countries (refer to the following link for the OECD DAC countries: <http://www.oecd.org/dac/dacmembers.htm>) who have:

1. Studied in these countries
2. Studied in a OECD DAC country (<http://www.oecd.org/dac/dacmembers.htm>), with support from a grant or scholarship based on merit and academic achievement.

## **Training Components and Learning Elements**

It is estimated that the intern will gain knowledge in the following areas:

- UN relations
- Diplomacy
- Multistakeholder coordination
- Writing
- Communication
- Sustainable Development
- Migration Policy

He/She will also gain in-site experience in working in an international multi-cultural environment, with an intergovernmental organization.

## **Carte de Legitimation**

The organization will obtain the 'carte de legitimisation' for the duration of the internship for the selected candidate. This vacancy includes a monthly stipend. Applicants are advised to please consider the cost of living in Geneva prior to applying.

**Note**

- Only shortlisted candidates will be contacted, and additional queries will only be addressed if the candidate is shortlisted.
- Previous candidates do not need to re-apply for this vacancy.
- No late applications will be accepted.

***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 20 May 2018 at the latest, referring to this advertisement.

For further information, please refer to:

<http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

***Posting period:***

From 02.05.2018 to 20.05.2018

Requisition: INT 2018/12 - Intern - Multilateral Processes Division - Geneva, Switzerland (55464048)

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