



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **Intern - Donor Relations 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 Donor Relations Division (DRD) has the institutional responsibility for donor liaison in IOM. It seeks to strengthen and diversify IOM's collaboration and partnership with traditional donors, emerging donors and the private sector for both institutional and programmatic aspects of IOM's work.

DRD provides strategic guidance, tools, analysis as well as practical support to departments at HQ, Regional Offices and Country Offices, using a range of complementary approaches, including bilateral consultations, targeted publications as well as field visits and briefings for representatives of the international community, among others.

DRD is also responsible for the implementation of IOM's Private Sector Partnership Strategy 2016-2020(<https://governingbodies.iom.int/system/files/en/council/106/C-106-INF-16-IOM-Private-Sector-Partnership-Strategy-2016-2020.pdf>). The Strategy seeks to develop long-term partnerships with companies, foundations, associations and individuals to:

- Amplify key migration messages through advocacy and awareness-raising;
- Develop solutions, approaches and new technologies to enhance IOM's operational and strategic capacity and better assist migrants and societies;
- Mobilize financial and in-kind resources to support IOM activities and those it assists;
- Promote joint efforts to address migration-related opportunities and challenges that require engaging with the private sector.

## **Supervision**

The Intern will work under the guidance and supervision of the Chief of the Donor Relations Division (DRD) in coordination with other colleagues of the Division.

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

The Intern will assist in:

1. Producing communication materials (updates, newsletters, brochures, etc.);
2. Updating IOM's of compendium of private sector engagement;
3. Reviewing donor reports;
4. Supporting IOM's due diligence process for private sector partnerships;
5. Preparing meetings and events;
6. Maintaining and improving DRD's intranet and external website presence;
7. Research funding and partnership opportunities;
8. Perform such other duties as may be required.

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

### **Education**

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

### **Experience**

- Demonstrated writing skills for communication materials;
- Strong analytical skills;
- 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;
- Good command of social media channels;

## 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:

- Donor relations
- Private sector partnerships
- Humanitarian assistance
- Migration management

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 2018/09 - Intern - Donor Relations Division - Geneva, Switzerland (55463686) Released

Posting: Posting NC55463687 (55463687) Released