



International Organization for Migration (IOM)  
The UN Migration Agency

## **A CALL FOR APPLICATIONS - INTERNSHIP**

<b>I. POSITION INFORMATION</b>	
Call for Applications No:	IOMKCO/CFA/011/2023
Position title	Intern – Migration Governance Unit (MGU)
Duty station	Nairobi, Kenya
Duration of assignment	6 months
Job family:	Migration
Organizational unit:	Migration Governance Unit (MGU)
Reporting directly to	Head of Migration Governance Unit
Overall supervision by	Head of Programme and Policy Development
Managerial responsibility	None
Directly reporting staff	n/a
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>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.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<p>Under the overall supervision of the Head of Programme and Policy Development, the direct supervision of the Head of Migration Governance Unit, and in close collaboration with other relevant colleagues in Kenya Country Office (KCO).</p> <p>Essential Functions Include: -</p> <ol style="list-style-type: none"><li>1. Support IOM’s role as the secretariat and coordinator of the Kenya UN Network on Migration by supporting the Networks secretariat and the Network’s Thematic Working Groups.</li><li>2. Facilitate preparations and minutes recording for meetings and coordinate with the respective chairs of the TWGs on Network meetings.</li><li>3. Support IOM’s role in the various migration governance, legal and policy framework roles. By providing background research for analysis, briefing documents and policy briefs, for use in the consultation and association with various stakeholders.</li></ol>	

4. Help maintain the migration governance units knowledge management system, files and databases. Maintaining and archiving records of all related meetings and products of the various meetings and keeping all relevant stakeholders up to date.
5. Assist in the organization of high-level international forums, meetings, consultative processes, workshop webinars and trainings on migration governance.
6. Assist in organizing gender-related workshops, meetings, and social campaigns.
7. Support in migration governance administrative procedures related to the implementation of activities.
8. Assist in drafting concept notes and proposals for potential donors and funding opportunities by compiling general background information from various sources and providing specific inputs upon instructions.
9. Provide support to monitoring and evaluation efforts for the Migration Governance Unit by applying data collection methods and maintaining adequate documentation and records of project activities, data and reports.
10. Perform such other duties as may be assigned.

#### **Training Components and Learning Elements**

The IOM internship Programme provides candidates with the opportunity to learn about IOM's activities, to gain initial work experience, and/or gain knowledge on a broad range of migration technical areas and disciplines. The internship suits someone wanting to build skills in project development, reporting, monitoring and evaluation, international collaboration, and mutual capacity building with colleagues.

#### **IV. CORE VALUES**

##### **Inclusion & respect for diversity**

- Celebrates diversity in all its forms.
- Shows respect and sensitivity towards gender, culture, race and ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people from different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrates this in daily work and decision making.
- Proactively addresses any prejudice, biases and intolerance in the workplace.
- Actively contributes to creating and maintaining a safe, harmonious, and respectful working environment free from all forms of discrimination,

harassment, (including sexual harassment) and abuse of authority

### **Integrity & transparency**

- Upholds and promotes the United Nations Charter, IOM's Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the Organization's resources honestly, reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Respects the principle of independence and neither seeks, nor accepts, instructions from Member States.

### **Professionalism**

- Demonstrates professional competence, mastery of subject matter and a willingness to improve knowledge and skills.
- Seeks to raise professional standards in oneself and others through daily work and activities.
- Is cognizant that taking certain courses of action may threaten the reputation of the Organization.
- Shows self-control and persistence when faced with difficult problems; remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Has a commitment to professional development.

### **Courage**

- Does the right thing, even in particularly challenging and difficult situations.
- Shows resilience and respect in the face of adversity.
- Is decisive and versatile when faced with uncertainty and adapts quickly to change. Is prepared to take calculated risks to achieve the objectives of the Organization.
- Willing to speak up to protect others when misconduct or wrongdoing occurs.
- Is able to provide honest and constructive feedback to peers, direct reports or a supervisor.

### **Empathy**

- Is able to stand in another person's shoes and consider a situation from another perspective, even if one doesn't agree with it.
- Supports and relates to others; actively seeks to emotionally understand what other people may be feeling.
- Is fully present when working with others, actively listening and engaging.
- Encourages collaboration through a willingness to consider multiple

perspectives and opinions.

## **V. COMPETENCIES**

### **Teamwork**

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a hands-on approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.

### **Delivering Results**

- Produces quality results and provides quality services to Member States, donors, beneficiaries, and counterparts (clients).
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

### **Managing and Sharing Knowledge**

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them.

### **Accountability**

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and applies lessons learned for improvement.

### **Communication**

- Presents information using language and a sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.

<ul style="list-style-type: none"> <li>• Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.</li> <li>• Listens carefully and genuinely to the views and positions of others; acts on received information.</li> </ul>
<b>VI. PERSONAL DEVELOPMENT</b>
The incumbent will acquire experience working under Migration Governance Unit (MGU).
<b>VII. EDUCATION AND EXPERIENCE</b>
<ol style="list-style-type: none"> <li>1. All applicants must be between 20 and 36 years of age.</li> <li>2. Currently enrolled in the final academic year undertaking Political or Social Science, Business Administration, International relations, Law or a related field from an accredited academic institution. Master’s degree will be an added advantage or</li> <li>3. Can be a graduate of a university or related institution with a degree in Political or Social Science, Business Administration, International relations, Law, or a related field from an accredited academic institution.</li> <li>4. Experience in project development and reporting.</li> <li>5. Experience in writing and editing information materials and reports.</li> <li>6. Experience in operational activities both in humanitarian and development sector.</li> <li>7. Working experience in migration governance is an advantage.</li> </ol>
<b>VII. LANGUAGES</b>
Fluency in both written and spoken English and Kiswahili

**Mode of Application**

To apply for this internship, interested and eligible applicants can email their application letters, testimonials and curriculum vitae to the following to the International Organization for Migration (IOM), Human Resources Department through [hrnairobi@iom.int](mailto:hrnairobi@iom.int).

**Closing Date: 20 March 2023.**

**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.**