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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – IBM and DRR | |
| Duty station | Ulaanbaatar, Mongolia | |
| Organizational unit | IBM and DRR | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | Programme Manager | |
| II. Organizational Context and Scope | | |
| **Background Information**  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.  Mongolia joined IOM as a member in 2008. IOM activities in the country are grounded on a Cooperation Agreement signed on 27 November 2010. In 2011, IOM opened an office in Ulaanbaatar and since then has been contributing to the efforts of the Government of Mongolia to manage migration effectively through a wide variety of projects and programmes.  Within the IOM’s Immigration and Border Management (IBM) mandate, IOM supports Mongolia in strengthening the operational capability of border management systems and enhancing concerted border management cooperation between various stakeholders. It encompasses national and international coordination and cooperation among all relevant authorities and agencies involved in border management and trade facilitation in order to establish effective, efficient and coordinated border management. Integrated border management seeks to enhance three levels of coordination: intra-service, inter-agency and international cooperation.  Another important mandate of IOM is Disaster Risk Reduction and Resilience (DRR). IOM supports States’ efforts to implement the priorities of the Sendai Framework for Disaster Risk Reduction by preventing and addressing disaster-related population movements and by harnessing the value that mobility can bring to reducing risk and building resilience to multi-hazard risk.  IOM programming includes assistance to countries to develop or update national and local Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) policies and strategies that integrate human mobility considerations. In communities facing high-risk of disasters and displacement, the Organization supports hazard and vulnerability analysis, community-based disaster risk management, livelihoods' diversification strategies and community early warning and preparedness systems to prevent risk and enable more effective response. IOM also provides policy and operational support to countries needed.  **Supervision**  The successful candidate will work under the overall supervision of the Chief of Mission, the direct supervision of the Programme Manager, and in cooperation with other colleagues in the IBM and DRR Divisions, at IOM HQ, RO and field Missions. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| 1. Provide assistance to the project development of IBM and DRR programmes and projects 2. Conduct small desk reviews, research and studies to explore new projects and interventions on IBM and DRR 3. Support drafting of concept notes and project documents for the new interventions related to IBM and DRR; 4. Support the planning and organization of meetings, workshops, trainings, etc. 5. Participate in meetings related to IOM’s activities; 6. Perform such other duties as may be assigned by the Programme Manager.   **Training Components and Learning Elements**   * Project development trainings and experience * Access to various project and migration-related field trainings * Mentorship and guidance from long-serving UN personnel * Teamwork * Time Management * Working in international organizations, supporting the most vulnerable * First-hand experience to engage with important stakeholders, including the government and development partners | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | | * Enrolled in a university degree in a relevant field from an accredited academic institution. * Bachelor’s degree or master’s degree as defined above from an accredited academic institution. | | | |
| Experience | | |
| * Experience in migration-related programmes or projects would be considered an advantage; * Experience in project development would be considered an asset; | | |
| SKILLS | | |
| * Excellent writing and editing skills | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English and French (oral and written) | |  |
| VI. Competencies[[1]](#footnote-0) | | |
| The successful candidate is expected to demonstrate the following values and competencies:  **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: maintains 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 *level 3*   * Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. * Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. * Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate. * Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work. * Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. | | |
| **Notes[[2]](#footnote-1)** | | |
| **Eligibility and Selection**  In general, the Internship Programme aims at attracting talented students and graduates who:  a) have a specific interest in, or whose studies have covered, areas relevant to IOM  programmes and activities;  b) are holding a scholarship for internship placements in international organizations  and/or for whom internship is required to complete their studies; or  c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.  d) are either students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted. * Please consider the cost of living in Ulaanbaatar prior to applying. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-0)
2. Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process”. [↑](#footnote-ref-1)