

Appointment type: **INTERNSHIP**

Contract duration: **6 months, with possibility of extension**

Posting duration: **2 weeks**

WBS: **N/A**

Direct supervisor : **Head of Programmes**

Notes to include in the vacancy announcement: **N/A**



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Project Support Intern – Strategic Development & Management
Position Grade	Other
Duty Station	Rabat, Morocco
Position Number	
Job Family	Strategic Development & Management
Organizational Unit	Programmes Management
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Morocco
Position rated on	n/a
Reports directly to	10015279 - Head of Programmes
Number of Direct Reports	n/a

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The internship is directly related to **Head of Programmes** and thereby supporting the Strategic Development and Management unit of the Morocco mission. The IOM Morocco mission currently implements projects in a wide variety of thematic areas through three distinct pillars: 1) Migration, Development and Governance; 2) Protection and Resilience and 3) Support to marginalized youth. The interventions within these pillars are all interlinked and require coordination and linkages between them in order to ensure one coherent approach for the mission in terms of migration interventions in the country.

SUPERVISION

Under the direct supervision of **Head of Programmes** and the overall supervision of the Chief of Mission, the Project Support Intern will provide support to the different projects implemented by the three departments, based on a monthly/weekly tasks schedule coordinated with the **Head of Programmes**, and with a focus on: project development, reporting, developing strategic partnerships and events/trainings organization.

SECTION 3

Responsibilities and Accountabilities

1. Provide assistance and general support to the programmatic units of the IOM Morocco mission, more specifically through specific assistance to the Program Managers, the Monitoring and Evaluation Manager, the Communication Manager and indirectly to the Project Managers in the areas of: project development, fund mobilization and strategic partnerships, project monitoring, reporting and communication.
2. Support the development of internal and external approaches and initiatives, to build a bridge between the Protection and the MDG Department and reinforce linkages between both departments (ethical recruitment, integration, regular pathways, etc.).
3. Support basic quality control review of project documents, including reporting and communication documents.
4. Support the collection and preparation of documents for submission (virtually or physically) between units.
5. Verification and support of data entry on PRIMA-for-All platform, including regular monitoring and evaluation, project development, and reporting.
6. Support preparation of briefing notes, letters and emails (donor, thematic, mission, government exchange, etc.) for relevant programmes.
7. Support calendar updating and event planning support (e.g. International Migrants Day, donor visits, training, conferences, etc.).
8. Help compile minutes of meetings, visits, conferences and related administrative tasks.
9. Carry out any other tasks that may be assigned.

TRAINING COMPONENTS AND LEARNING ELEMENTS

It is expected that the selected intern will:

- Be exposed to the activities of IOM in the duty station.
- Gain understanding about the IOM and the UN System and its processes.
- Learn technical skills described in this Post Description.
- Be able to prove their dedication, skills, and capacity to work in an international setting as part of a diverse and international team.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Master's degree in Evaluation, Economics, Accountancy, Business Administration, Development Studies, International Affairs, or a related field from an accredited academic institution; or
- University degree in the above fields from an accredited academic institution.

EXPERIENCE

- Experience in maintaining and updating databases is an asset.
- Experience in preparing financial reports is an asset.
- Experience in developing and monitoring project budgets is an asset.

SKILLS

- Understanding and knowledge in the creation of knowledge management products;
- Knowledge of business administration;
- Computer literacy, especially database tools and strong Excel knowledge;
- 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;
- Ability to multi-task, prioritize and work independently.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in **English and French** is required (oral and written).

DESIRABLE

Working knowledge of another official UN language (Arabic, Chinese, Russian, and Spanish) is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 1

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SECTION 7

Signatures

1 st Level Supervisor	Date
	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.