Logo, company name

Description automatically generated

**POST DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| I. Position Information | | |
| Position title | Intern – Danwadaag Durable Solutions Consortium | |
| Duty station | Nairobi, Kenya | |
| Organizational unit | Emergency and Post Crisis Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Reports directly to | Durable Solutions Consortium Coordinator | |
| II. Organizational Context and Scope | | |
| **Background Information**  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 migration. Under the Emergency and Post Crisis unit (EPC), IOM leads the Danwadaag Durable Solutions Consortium, an area-based, government-lead and community-driven consortium, aiming at enhancing progress towards durable solutions and (re)integration for targeted displacement affected communities (DAC). It focuses on long-term solutions to displacement by increasing the government’s capacity to effectively lead durable solutions processes, increasing DAC’s self-reliance through better access to sustainable basic services, land tenure security, and livelihoods opportunities, and connecting these durable solutions to urban development processes.  **Supervision**  The successful candidate will work under the overall guidance of the EPC Coordinator and the direct supervision of the Danwadaag Durable Solutions Consortium Coordinator, and in cooperation with other colleagues from the Consortium Leadership Team (CLT). The successful candidate will assist in supporting and contributing to CLT activities with regards to Project Development, Reporting, Communications, and Knowledge Management. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| 1. Work with the Danwadaag CLT on various activities to support respective programme objectives. 2. Carry out preliminary research on relevant assigned topics to support the CLT and EPC teams. 3. Compile general background information from various sources and provide inputs upon instruction to support managers. 4. Assist manager in preliminary editing, review, and consolidation of donor reports from programme units. 5. Assist in collecting donor information, documentation, and tracking of liaison activities with potential donors and attending relevant meetings as an observer. 6. Assist with day-to-day Monitoring and Evaluation (M&E) and administrative tasks for the CLT and EPC units by applying data collection methods and maintaining adequate documentation and records of project activities, data, and reports. 7. Assist with the preparation and execution of internal and external meetings with donor, partners, and government (preparing the agenda, taking minutes, collecting action points etc.) 8. Support the knowledge management of the CLT and EPC units by maintaining and updating project matrix and maintaining institutional memories or other documentation and information management systems. 9. Support CLT and EPC communication strategies and contribute to communications/visibility related activities for the Mission in close coordination with and guidance from the Communications Officer and RO/HQ communications team. 10. Compile information required to assist unit in producing high-quality unit updates, sitreps, external reports, factsheets, case studies, briefs, and success stories 11. Perform any other duties as 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. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Enrolled in a university degree or master’s degree in Political or Social Science, Business Administration, International Relations, Law or a related field from an accredited academic institution. * University degree or master’s degree as defined above from an accredited academic institution. | | | |
| Experience | | |
| * Experience in Project Development and Reporting * Experience in writing and editing information materials and reports | | |
| SKILLS | | |
| • General knowledge of Microsoft Office (ex. Word, Excel, PowerPoint, Teams, etc.)  • Digital literacy and demonstrated knowledge of information technology in Adobe creative cloud: InDesign, Illustrator, and Photoshop is an advantage.  • Demonstrated ability to maintain integrity in performing responsibilities assigned | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written). | | Working knowledge of Somali is an  added advantage. |
| 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 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 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 Nairobi 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)