



International Organization for Migration (IOM)

The UN Migration Agency

**Terms of Reference
International Organization for Migration (IOM)**

Position	Program Support Intern (Community Stabilization Unit)
Reference number	INTUS10-2021-004
Proposed duration	6 months
Duty station	Washington DC (currently fully remote)
Stipend range	USD900-1400, monthly
Application deadline	21 October 2021

Context:

Under the overall supervision of the Head of the Community Stabilization Unit (CSU) and the direct supervision of the Program Officer, the incumbent will provide administration support to programs and funding opportunities that largely, falls under the responsibility of the Community Stabilization Unit (CSU), with a specific focus on all project activities funded by the US Government

Core Functions / Responsibilities:

- Develop a strong understanding of IOM's Public International Organization status with the USG;
- Develop a strong understanding of USAID funding mechanisms, policies and procedures;
- Keep track, synthesize and disseminate new donor guidance to integrate and respond to the evolving program dynamics at mission-level;
- Provide support in the review, formatting and editing of proposals and other project deliverables, as well as support reprogramming efforts of current awards;
- Provide support to the systematic use of the Shelter Checklist in the review of proposals;
- Liaise between USG donors in Washington and IOM's missions during the review process of the proposals and implementation of program activities; Provide guidance to missions on donor requirements, templates, etc.
- Prepare reports, briefs and/or newsletters to highlight IOM's USG donor funded activities implemented at the mission level;
- Organize and manage all award documents received from donor; Maintain accurate record keeping;
- Participate, when necessary, in donor meetings and draft meeting notes for internal dissemination;



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- Any other tasks as requested by the direct supervisors.

Education, experience, skills

- The qualified candidate should possess a Bachelor's degree in Political or Social Sciences, International Relations, or a related field;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Advanced knowledge of Microsoft office products, including Word, Excel, and PowerPoint.
- Discreet, detail and client-oriented, patient and willingness to learn new things.
- Strong interpersonal and communication skills.

Applicants to IOM internships must, at the time of application, meet one of the following requirements:

- a) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or*
- b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or*
- c) Have graduated with a university degree and, if selected, must commence the internship within one year of graduation.*
- d) All applicants must be between 20 and 36 years of age*