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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Migration, Environment and Climate Change (MECC) Programme Support and Visibility Intern | |
| Duty station | Nairobi, Kenya | |
| Organizational unit | Migration, Environment and Climate Change (MECC) Division | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office Nairobi | |
| Reports directly to | MECC Programme Coordinator | |
| II. Organizational Context and Scope | | |
| The International Organization for Migration (IOM) is the UN Migration Agency. With 173 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:   1. Assist in meeting the operational challenges of migration and mobility 2. Advance understanding of migration issues 3. Encourage social and economic development through migration; and 4. Uphold the human dignity and well-being of migrants and mobile populations.   IOM’s Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Specifically, the Migration, Environment and Climate Change Division under which this internship is advertised, works to find:  1. Solutions for people to stay  2. Solutions for people on the move  3. Solutions for people to move in a safe, orderly and regular way  …in the context of environmental degradation, natural hazards and climate change.  The Intergovernmental Authority on Development (IGAD) is one of the eight Regional Economic Communities of the African Union, comprising the Member States (MS) of Djibouti, Ethiopia, Kenya, Somalia, South Sudan, Sudan and Uganda. It is home to more than 230 million people whose livelihoods and income are predominantly linked to agriculture. The IGAD region is one of the most diverse regions in the world, including areas of economic growth and investment on the one hand, and areas prone to violent conflict, political instability, humanitarian crises, and disasters linked to the adverse effects of climate change and environmental degradation on the other.  In the African continent, the IGAD region is considered one of the most vulnerable to climate variability and change and two thirds of the region are arid or semi-arid. It regularly faces a wide range of natural hazards leading to displacement and other forms of human mobility, most commonly severe droughts and floods, but also landslides, earthquakes, and tropical cyclones, as well as slow-onset climate change effects, such as sea level rise, environmental degradation, and changing rainfall variability.  IOM, together with Participating UN Agencies, ILO, UNOPS and UNHCR are implementing a regional Joint Programme, funded by the Migration Multi Partner Trust Fund (MPTF), which supports IGAD’s efforts to help people adapt to climate change, titled ‘*Addressing Drivers and Facilitating Safe, Orderly and Regular Migration in the Contexts of Disasters and Climate Change in the IGAD Region’* referred to furthermore as the ‘Joint Programme’.  The overall objective of this joint programme is to contribute to facilitating pathways for regular migration in the IGAD region and minimizing displacement risk in the context of climate change, environmental degradation and disasters in line with the vision and guiding principles of the Global Compact for Safe, Orderly and Regular Migration (GCM). In particular, the Joint Programme aims to improve regional and national migration governance in the context of the adverse impacts of climate change and environmental degradation through different actions that each address the relevant objectives of the GCM and contribute to the implementation of other relevant international instruments, notably Target 10.7 under Sustainable Development Goal 10, the 2015 Paris Climate Change Agreement under the United Nation Framework Convention on Climate Change (UNFCCC) and the Sendai Framework for Disaster Risk Reduction 2015-2030.  The internship will contribute directly to supporting the implementation and visibility needs of the Joint Programme and the implementation of the global, regional and national policy frameworks.  Under the overall supervision of the Regional Director for East and Horn Africa, the direct supervision of the Programme Coordinator of the regional Joint Programme, and the technical supervision of the of the MECC Regional Thematic Specialist and the IOM Regional Communication Officer, the incumbent will carry out the following duties and responsibilities. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist in operational, logistical, and administrative activities of the Joint Programme and the MECC division, in close coordination with the Programme coordinator and the Regional Thematic Specialist. 2. Support drafting and reviewing relevant documentation and reports, such as concept notes, meeting notes, progress reports and other correspondence, and assist in disseminating to relevant counterparts as it relates to the Joint Programme and the MECC division. 3. Support organizing and coordinating meetings, conferences, training sessions, and events as relevant to the Joint Programme and the MECC division. 4. Assist in the implementation of the communications and visibility plan of the Joint Programme and development of visibility and communication materials and other relevant background documents as they relate to the Joint Programme and the MECC division. 5. Support the production of audiovisual, promotional and visibility materials. This may include photos, videos, audio content, human interest stories, press briefing notes, key messages, talking points, media invitations etc… for dissemination over social and other media and aimed at for donor, partner and community consumption. 6. Stay abreast of the MECC-related issues and challenges posed in East and Horn of Africa, and institutional and humanitarian developments in the area of MECC. 7. Perform any other duties as assigned by supervisor.   **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 | | |
| * a) Be enrolled in a graduate school programme (second university degree or equivalent, Master, or higher) in Administration; Environmental Studies; Climate Change; Development; Migration Studies; Communications, Multimedia Studies or a related field from an accredited academic institution; or * b) Have graduated with a university degree (as defined in (a) above) and, if selected, must commence the internship within one year of graduation. | | |
| Experience | | |
| * Experience in Programme support/reporting * Experience in visibility and communications, photo and video editing and production * Knowledge on migration, environment and climate change * Strong and fluent English writing skills. | | |
| SKILLS | | |
| * Ability to work effectively in a team of colleagues of varied cultural and professional backgrounds. * Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a diverse team. * Self-paced, excellent communication, planning and organizational skills and able to meet tight deadlines, particularly if working remotely. * Proven ability to produce quality work accurately and consistently according to set deadlines. * Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision. * Knowledge of the migration, environment and climate change thematic is an advantage. * Excellent knowledge of spoken and written English. | | |
| V. Languages | | |
| Required | | Desirable |
| Fluency in English (spoken and written). | | Knowledge of Swahili and other languages spoken in the region beneficial |
| VI. Competencies[[1]](#footnote-1) | | |
| The incumbent 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-2)** | | |
| **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-1)
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-2)