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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Migration Health Unit | |
| Duty station | RO Nairobi | |
| Organizational unit | Migration Health Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office | |
| Reports directly to | Senior Regional Migration Health Specialist | |
| II. Organizational Context and Scope | | |
| **Background Information**  The International Organization for Migration (IOM) is a dynamic and growing intergovernmental organization, with 173 member states, committed to the principle that humane and orderly migration benefits migrants and society.  Established in 1951 IOM is now the UN agency for migration and it works with partners, government, academia, community-based organization 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 East and Horn of Africa supports and monitors the following missions: Kenya, Tanzania, Uganda, Ethiopia, Eritrea, Djibouti, Burundi, Rwanda, Somalia, and South Sudan  **Supervision**  The successful candidate will work under the overall supervision of the MHD RTS , and in cooperation with other colleagues in the Division, at IOM HQ and field Missions. S/he will pursue the following duties: | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist and support the regional MHD and Countries Offices in monitoring the project implementation scope, deadline, quality and objectives. Notify the MHD team of any pertinent change request and advise of any delay. 2. Assist MHD team in the regular reporting task (weekly, monthly, quarterly, annually, meeting minutes, etc.) 3. Assist in the logistic and technical preparations related to MHD operations and programs with a focus on arranging meetings, events and workshops. 4. Assist the MH RTS to provide technical assistance to COs related to migration health intervention to assure effective and efficient implementation of the IOM health activities including ensure that the different components of the health program are consistent and in link with the needs of the population. 5. Participate in the design and development of health education tools & material on preselected topics. 6. Support and participate in IOM MHD COs in the sensitization campaigns as needed. 7. Ensure that all data are collected and compiled correctly and in time, provide feedback to MHD teams it there are gaps or incoherent information. 8. To collect relevant RECs documents and health and migration strategic planning providing regular updates and migration related entry points. 9. Support the IOM MHD regional focus on cross-border health and Point of Entry (PoE) interventions in compliance with IHR as well as health system development and Universal health Coverage (UHC). 10. To closely assist in programmatic intervention related to health intervention in IOM regional programme such as the Joint Initiative, Migrant Response Center (MRC) and Regional Migration response Plan RMRP) and other humanitarian operations. 11. Assist with any other duties as required in the Regional Office   **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 | | |
| * University degree in Medicine or Nursing or master’s degree in Public Health from an accredited academic institution. | | |
| Experience | | |
| * Previous work experience in UN agencies or global health and/or public health * Experience with data collection, analysis and statistics * Excellent analytical and strategical thinking skills * Experience in project management cycle and administrative support * Previous working experience in migration health | | |
| SKILLS | | |
| * Skills in research including field survey * Ability to work in a multicultural environment and under pressure and with minimum supervision * Use of SPSS and/or similar software * Solid computer skills, including proficiency in Microsoft Office package (Office,Excel, Power Point, Outlook), internet and Email. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| *Fluency in English (oral and written).* | | *Swahili.* |
| VI. Competencies[[1]](#footnote-0) | | |
| The successful candidate is expected to demonstrate the following values and competencies:  **Values**   * Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. * Integrity and transparency: maintain 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**   * 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)