



International Organization for Migration (IOM)
The UN Migration Agency

TERMS OF REFERENCE

Position Title:	Project Intern
Duty Station:	Seoul, Republic of Korea (ROK)
Duration of Assignment:	Six months
Estimated Start Date:	16 November 2020
Closing Date:	14 May 2021

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Context:

Since the opening in 1999, IOM Seoul Office has been playing a key role in liaising among governmental and non-governmental actors in the field of humanitarian assistance in the Republic of Korea, and promoting the principle of humane and orderly migration that benefits both migrants and society by offering quality trainings and research products.

Under overall guidance from the Chief of Mission (CoM) and direct supervision of the Project Coordinator, the successful candidate will be responsible for assisting in implementing projects under the programme of Resilience-building for ROK Humanitarian Actors to Disaster and other activities of the IOM Seoul.

Core Functions / Responsibilities:

1. Assist in the organization and delivery of capacity development trainings and workshops in Seoul for Korean humanitarian actors.
2. Support in organization of meetings with project stakeholders including communication with external partners and training participants, coordination and logistic preparation; attend meetings and serve as a note-taker; draft meeting minutes and ensure sharing of key information with internal and external

stakeholders.

3. Conduct research in relation to the operationalization of the project and draft various type of reports as required.
4. Collect, compile and analyze data as required in support of project monitoring and reporting procedures.
5. Perform other duties as may be assigned.

Core Values and Competencies:

a) Professionalism: Knowledge of the Organization's rules and regulations as they pertain to the incumbent's area of responsibility; b) Teamwork: Good interpersonal skills. Working effectively and harmoniously with colleagues and counterparts from diverse cultures and professional backgrounds; c) Communication: Ability to speak and write clearly and effectively; d) Planning and Organizing: Using time efficiently. Ability to prioritize assignments, allocate appropriate time for completing work and meet deadlines. Ability to work under pressure and handle a large volume of work in an efficient and timely manner. Self-driven, inventive, innovative, collegial, committed, efficient, accurate and prompt; e) Commitment to Continuous Learning: Initiative and willingness to learn new skills; f) Technological Awareness: Excellent computer skills; knowledge of Microsoft Office. Knowledge of public information products software an asset; g) Trust: Reputation for dealing honestly and openly with staff. Respected by peers, clients and staff.

Desirable Qualifications:

a) Completed Bachelor's degree from an accredited academic institution, preferably in International Development, International Studies, Migration Studies, Human rights, Law or other relevant fields; b) Experience in working or studying in an international environment is preferred; c) Knowledge of the Korean humanitarian sector and related national legislations is an asset.

Personal Development

The incumbent will be given substantial opportunities to be engaged and build up hands-on experience in a wide range of work areas of IOM Seoul in line with its global operation, in particular, topics related to international humanitarian standards, capacity-building and knowledge-sharing, humanitarian project management and policies and key stakeholders in the Korean humanitarian sector.

Languages

Professional proficiency in both Korean and English is required.

Conditions of Service:

A Monthly Subsistence Allowance (MSA) will be granted to interns with reference to type of education.

How to apply:

Interested applicants should submit a cover letter and an updated CV (no more than four pages) in English to iomseoul@iom.or.kr by midnight Wednesday 28 October 2020. Please indicate "IOM Project Intern Application 2020_Your name" in the subject line.

Only shortlisted candidates will be contacted. No telephone inquiries will be accepted.