



TERMS OF REFERENCE

Position Title:	Project Support Intern
Duty Station:	Seoul, Republic of Korea (ROK)
Duration of Assignment:	Six months, with possibility of extension
Estimated Start Date:	April 4, 2022

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 general guidance of the Chief of Mission (CoM) and direct supervision of the Project Development Officer, the successful candidate will provide technical support for the development and implementation of specific thematic activities at mission level as illustrated in the core functions and responsibility section.

Core Functions / Responsibilities:

1. Supports collecting and providing necessary information and assists in planning, organizing and developing all aspects of the programs.
2. Contributes to draft project proposals and program strategies and other project development activities.
3. Supports the implementation of movement operations in the office, including Resettlement and Assisted Voluntary Return and Reintegration (AVRR) programmes.
4. Support donor liaison and project monitoring functions of IOM ROK, including assistance in reviewing various project documents
5. Assists with in-house coordination among the different sections/programs in the mission.

6. Supports supervisors to draft periodic and annual project reports on activities.
7. Assists in the planning, coordination and arrangements for successful conduction of mission events such as seminars/conferences, meetings, presentations, and others; including travel and hotel arrangements, and trip itineraries when necessary.
8. Perform any 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, especially in relation to international and Korean migration policy trends, media responses, awareness raising and advocacy efforts.

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 the 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 Sunday 27 March 2022. Please indicate "IOM PD Intern Application 2022_Your name" in the subject line.

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