



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:	1 September 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 Mission in the Republic of Korea (ROK) 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 the direct supervision of the National Project Officer and overall guidance of the Chief of Mission (CoM), the successful candidate will be responsible for assisting in implementing various projects under the Humanitarian Assistance team portfolio.

Core Functions / Responsibilities:

1. Assist in the organization and delivery of capacity-building trainings, workshops and other events in relation to the project, including logistic preparation, external communication and on-site support at the events.
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 quantitative and qualitative research when required and draft reports in

various formats.

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, Communication, Business Administration or other relevant fields; b) Experience in working or studying in an international environment is preferred; c) Knowledge of humanitarian affairs including relevant stakeholders and systems of ROK is a strong asset.

Personal Development

The incumbent will be given substantial opportunities to be engaged and build up hands-on experience in extensive work areas of IOM ROK 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

Full proficiency in both Korean and English (speaking and writing) 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 Sunday 07 August 2022. Please indicate "IOM HA Intern Application 2022_Your name" in the subject line.

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