



Open to internal and external candidates

TERMS OF REFERENCE

Position Title	:	Intern (Oportunidades Project)
Duty Station	:	Recife, Brazil
Classification	:	Non-Staff - Intern
Type of Appointment	:	Internship
Estimated Start Date	:	As soon as possible
Closing Date	:	10 October 2023

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

Context

IOM in Brazil with funding from the United States Agency for International Development (USAID) is currently implementing the project “Economic Integration of Vulnerable Nationals from Venezuela in Brazil”. The project aims to contribute to the economic integration of vulnerable nationals from Venezuela and other neighboring countries in Brazil by ensuring access to sustainable livelihoods and employment opportunities. This will be achieved through cooperation with the private sector, government bodies and civil society partners. Through capacity-building activities of private sector employers and local stakeholders, the project aims to ensure that they have the capacity to hire, support, integrate and absorb migrants in their companies and communities. The Project is focused on the integration of youth and women and will be further strengthened with an increased focus on employment in green jobs and insertion in the green economy. The project will secure the development of capacities of stakeholders on socio-economic integration and protection of migrants ensuring the longer-term sustainable impact of the project.

The project supports the Government of Brazil’s broader “interiorization” program which relocates willing Venezuelans from the remote border region of Roraima to larger population centers. In particular, the action will be implemented in the following states: Federal District, Mato Grosso, Goiás, Paraná, Rio de Janeiro, Rio Grande do Sul, Santa Catarina, Pernambuco, Ceará, Bahia, Rio Grande do Norte, Paraíba, Minas Gerais, and São Paulo.

Organização Internacional para as Migrações (OIM)

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Working under the direct supervision of the Project Coordinator and the overall direction of the Project Assistant in Pernambuco, the intern will assist with operational and administrative activities. Tasks will include:

Responsibilities and Accountabilities

- Assisting with administrative and clerical tasks of the unit, including notetaking of meetings, record keeping, preparation of minutes, internal administrative and financial procedures;
- Assisting with knowledge management tasks, including by organizing files and folders, and keeping relevant documents and spreadsheets up to date;
- Assisting with project development and monitoring activities, in particular by using and updating existing tools and resources;
- Assisting with the review, proofreading and editing of texts, in particular project reports and technical documents, both in English and Portuguese;
- Supporting the monitoring process of the integration of Venezuelans in the assigned territory, maintaining contact with migrants;
- Interacting with other IOM units on relevant activities;
- Undertaking all other tasks as may be assigned.

Required Qualifications and Experience

EDUCATION

- Be enrolled in an undergraduate programme in Business, Administration, International Relations, Political Science, Law, or any other related field;
- Be enrolled at least in the 3rd year of graduation (or 5th term).

EXPERIENCE

- Practical experience with drafting, proofreading, and editing of technical texts in English and Portuguese;
- Knowledge or experience in the fields of migration, administration, international relations and development cooperation is an advantage;
- Previous experience working in an international or humanitarian organization and/or with project management, reporting, or monitoring is an advantage.

SKILLS

- Excellent writing skills, including ability to write content in a concise and clear manner;
- Strong computer literacy (particularly Office 365 apps);
- Great attention to detail and ability to organize;



- Ability to work effectively and harmoniously in a team, as well as independently;
- Ability to produce quality work accurately and concisely according to set deadlines.

Languages

IOM's official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in Portuguese and working knowledge in English is required.

DESIRABLE

Working knowledge in Spanish is desirable.

Competencies

The incumbent is expected to demonstrate the following values and competencies:

VALUES – All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES – Behavioral indicators (level 2)

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.



Notes

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply

Interested candidates should send Curriculum Vitae in English only in pdf format to iombrazil@iom.int, until October 20th, 2023, stating in the subject field **Internship – Oportunidades Project – Recife.**

Only shortlisted candidates will be contacted.

Posting period

From 26.SET.2023 to 10.OCT.2023.