

**Internship at the International Office for Migration in Ashgabat, Turkmenistan**

**Learning Objectives**

**Assignment Title:** Intern to support IOM in assisting on the Global Compact on Migration

**Introduction:** Turkmenistan has supported Global compact on Migration in 2018 casting its voice for the relevant UN GA resolution. In 2020 Turkmenistan has established a national **Working group on implementation of the GCM** that held its first meeting in August 2020. At the same time, UN Country Team in Turkmenistan agreed to launch the UN Migration Network in Turkmenistan. Currently Turkmenistan is in the process of preparations for the regional review of the Turkmen Government’s report under the Global Compact on Migration that will be held under UNESCAP meeting on March 10-12, 2020. IOM has allocated funds to assist the government in preparations for the review. The intern hired under the current TOR will provide daily assistance to IOM staff working on supporting the Government of Turkmenistan in preparation to the voluntary review under the Global Compact on Migration.

**Task description:** Working under the overall direction of Project Associate and Admin/finance Assistant the intern will assist with the operational activities of the Mission. The primary tasks will include:

* Assist in managing the working communication with the State Migration Service of Turkmenistan relating to Government voluntary reporting on the implementation of the Global Compact on Migration under UN ESCAP planned for March 2021;
* Support the UN Network on Migration;
* Support the National Interagency Working Group on Implementation of the GCM;
* Support the engagement of other (non-governmental) stakeholders;
* Assist in managing such tasks as: translations, receiving and forwarding any materials, requests from the government relating reporting under GCM;
* Assist in managing communication with the UNCT on GCM and voluntary reporting; Handling all logistics and organizational
* Be responsible for tracking communication with the Ministry of Foreign Affairs relating to GCM and the working group on implementation of GCM for the period before the reporting;
* In close coordination with Project Associate and Admin/finance Assistant write, edit and support the production of timely public information material that focus on the GCM, meetings of the national working group on implementation of the GCM, and briefing notes, global and country website, social media, newsletters and other media channels in clear and concise English and Russian;
* And other duties as assigned.

**Other tasks are assigned but not limited to:**

* Assist with operational aspects of the programme in conjunction with local staff;
* Attend internal meetings related to operational areas of IOM's activities;
* Interact with IOM partners on relevant IOM activities;
* Assist with the preparation of situational and statistical reports on activities as assigned;
* Undertake all other tasks as may be assigned;
* And other duties as assigned.

**Results/Expected Outputs**

* As an active IOM team member, efficient, timely, responsive, client-friendly and high-quality support is rendered to IOM and its beneficiaries in the accomplishment of her/his functions;
* Public information and visibility materials for programmatic teams prepared and edited for distribution;
* Human-interest content developed for dissemination monthly through online and print media;
* Regular attendance at relevant media/communications forums/groups;
* Media monitoring brief produced monthly;
* Brief assessment of outgoing materials for consistency with relevant IOM and donor guidelines.
* Irregular meetings with national media industry focal points to keep migration on the agenda;
* Attendance at IOM events to support publicity efforts;
* The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
* Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;

**Learning Expectations**

Learning and development are a central part of this assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the intern skills and competences, improve the quality of the assignment and keep the intern’s motivation high.

Learning elements for the IOM internship include the development of:

* Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
* Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
* Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

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| **Duration of the position** | **Jan-March 2021** |
| **Expected starting date** | **January, 2021** |
| **Working schedule** |  |

**Duration: 3 months**

**Education/ Required Degree Level**:Bachelor's degree in Communication/Public Relations or/and

Business Administration and Management

**Required Experience:** Previous experience as a volunteer/intern

**Experience Description:**

* Demonstrated interest and/or experience in Public Relations and Business management/Administration
* Previous experience as a volunteer/intern and/or experience of migration issues would be highly regarded;
* Previous experience as a volunteer/intern in the international organizations/ or and UN agencies would be highly regarded;
* Excellent verbal and communication skills;
* Highly computer literate with capability in email, MS Office and related business and communication tools;
* Strategic and creative mindset;
* Meticulous attention to detail’
* Working knowledge of photo and video-editing software is an asset;
* Outstanding organizational and planning abilities;
* Some experience with graphic arts or the development of visibility materials desirable.

**Language Skills:**

**English** mandatory  optional  working knowledge  fluent

**Russian** mandatory  optional  working knowledge  fluent

**Turkmen** mandatory  optional  working knowledge  fluent

**Competencies and Values:**

Accountability

Adaptability and Flexibility

Building Trust

Client Orientation

Commitment and Motivation

Commitment to Continuous Learning

Communication

Creativity

Empowering Others

Ethics and Values

Integrity

Judgement and Decision-making

Knowledge Sharing

Leadership

Managing Performance

Planning and Organizing

Professionalism

Respect for Diversity

Self-Management

Technological Awareness

Vision

Working in Teams

**Agency Details**

**Host Institute: IOM Ashgabat, Turkmenistan**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM established its office in Turkmenistan in 1997. Since then, IOM in Turkmenistan has been promoting humane and orderly migration for the benefit of all, providing services and advice to the government as well as to migrants. IOM Turkmenistan works in five programmatic areas: migration and development; counter-trafficking and assistance to migrants; technical cooperation and border management; operational movement; and migration and health.

The International Organization for Migration (IOM) supports the Government of Turkmenistan by encouraging social and economic development through safe and well managed migration procedures and by providing direct assistance to returned migrants and communities affected by migration in Turkmenistan. As the leading international organization for migration issues, IOM works with its partners in the Government of Tajikistan, local civil society, and the international community to:  i) assist in meeting the growing operational challenges of migration management; ii) advance understanding of migration issues; iii) encourage social and economic development through migration; iv) uphold the human dignity and well-being of migrants.

**The interested candidates should send their CVs with cover letter to** [registry.tm@undp.org](mailto:registry.tm@undp.org)  **by 18 December 2020, 18:00.**