



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

## INTERNSHIP OPPORTUNITY

### Terms of Reference

Vacancy No:	IOM/013/08
Functional Title:	Gender Intern – Junior Researcher
Grade:	Intern – Non-remunerated
Duty Station:	Nairobi (Kenya)
Duration of Assignment:	3 to 6 months

### 1) Background

The incumbent will be placed within the Gender Unit in IOM Nairobi. This unit works in mainstreaming gender in all IOM projects, functions and activities.

### 2) Job Description

Under the overall supervision of the Gender Focal Points, the intern will assist in collecting information through research.

#### Specific responsibilities will include:

1. Familiarize him/herself with IOM service areas, the related program and guidance documents, as well as examples of existing projects, with particular focus on Gender.
2. Acting as an internal gender assistant
3. Provide logistical and administrative assistance for ongoing activities, including organization of trainings and meetings related to gender issues
4. Regularly accessing and mainstreaming the gender information system
5. Assist in developing gender and gender related files
6. To make research and make recommendation for addressing the need for capacity building in gender mainstreaming
7. To specifically work on research on female reproductive health particularly on Female circumcision
8. Perform any additional duties that may be assigned by the Gender Focal Points

### 3) Personal Development

The incumbent will:-

- Gain experience in working in an international multi-cultural organization
- Gain practical experience on the field of gender
- Obtain academic credit where relevant and also build on their resume
- Have an opportunity to have on the job training
- Get an opportunity to network and connect

#### 4) Required Qualifications

- University degree with exposure to social science, public health, gender or other related development studies.
- Excellent command of spoken and written English.
- Exceptional writing skills, with demonstrated ability to draft and edit technical documents.
- Working experience with an international organization an advantage.
- Working knowledge of MS Office and Internet applications is essential.

#### 5) Required Skills and Competencies

- Personal commitment, efficiency and a results-driven person.
- Sound organizational skills with strict attention to detail.
- Excellent communication skills.
- Strong interpersonal and ability to in a team
- Flexible
- Objective and analytical

#### **Mode of Application:**

Submit Cover Letter and CV including daytime telephone and email address to:

International Organization for Migration (IOM)  
Human Resources Department  
PO Box 55040-00200 Nairobi

– or – send by email to [hrnairobi@iom.int](mailto:hrnairobi@iom.int)

**Closing Date: 30 May 2008**