



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

VACANCY NOTICE  
FOR AN  
**INTERNSHIP POSITION**

**Open to Internal and External Candidates**

Vacancy No: IOM/028/09  
Functional Title: CBMM Projects – Intern  
Grade: Intern – Remunerated  
Duty Station: Nairobi (Kenya)  
Duration of Assignment: 3 months

### 1. Background Information

CBMM Projects for Kenya are aimed to strengthen Kenya's migration management capacity to handle various types of migration flows and accordingly address migration challenges, through the provision of assistance in building up administrative and operational capacity to increase expertise of Kenya agencies for migration management both in terms of policy making, as well as technical capacity.

The primary functions of the Intern are to enhance the functions of the CBMM Projects for Kenya.

### 2. Objective of the assignment

Working directly under the guidance and supervision of the Programme Manager (CBMM) the intern will provide admin and program support to the capacity building for migration management related activities, and will assist the project officers set up the structure for implementation, training, monitoring, and evaluation.

The Intern's assignments will include the following:

1. Provide administrative assistance to the CBMM Projects
2. Assist in writing and editing of documents related to CBMM Projects;
3. Review/ comment on training packages and assist to set up systems of reporting, monitoring, and evaluation;
4. Assist in preparing for project meetings, events and the newsletter;
5. Liaise with the CBMM Project Officer, to track the implementation plan, to assist in reporting and elsewhere as necessary.

### 3. Personal development:

Acquire and/or increase technical knowledge in the areas of migration management, communication and liaising with partner organizations, UN agencies and government officials, donor relations as well as familiarity and understanding of broader thematic migration issues. Finally the intern will experience working in an international multi-cultural environment, with an intergovernmental organization.

#### **4. Qualifications:**

1. A master's degree in political/social sciences in a relevant field (development studies, international relations etc.) or in process;
2. Excellent written and spoken English;
3. Proven experience writing and editing technical documents or donor reporting;
4. Working knowledge of MS Excel and Internet applications, MS Project an advantage;
5. Working or volunteering experience with a humanitarian organization is an advantage;
6. Familiarity with the political and general situation in Somalia and past work experience in Africa is an advantage;
7. Knowledge of migration management is an advantage.

#### **General Skills / Disposition**

1. Excellent communication skills
2. Curiosity, diplomacy and tact
3. Flexible and able to adapt quickly to new, different environments
4. Dynamic and results-driven.
5. Team player
6. Proven analytical and drafting skills
7. Capable of working under pressure

#### **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 [hrrnairobi@iom.int](mailto:hrrnairobi@iom.int)

**Closing Date: 15 May 2009**