

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Research Intern |
| Position Grade | UG |
| Duty Station | Port of Spain |
| Position Number | N/A |
| Job Family | Data |
| Organizational Unit | 10011627 |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Trinidad and Tobago |
| Position rated on | (to be filled by Classifier) |
| Reports directly to |  |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

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| The International Organization for Migration (IOM) is the UN Migration Agency. With 166 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:   1. Assist in meeting the operational challenges of migration and mobility 2. Advance understanding of migration issues 3. Encourage social and economic development through migration; and 4. Uphold the human dignity and well-being of migrants and mobile populations.   IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.  IOM’s Port of Spain Office, under the guidance of the Regional Office in San Jose, coordinates the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken at the country office under the Regional Refugee and Migrant Response Plan (RMRP).  Since 2017, with the continuous outflows from Venezuela, inter-agency preparedness and operational activities to respond to growing needs of Venezuelan migrants and refugees in several Caribbean, Latin and Central American countries have been heightened. was developed in close coordination with country-level actors and coordination structures. The Plan seeks to provide a holistic and comprehensive response, complementing governments’ priorities and plans.  As part of the RMRP, IOM is implementing several projects and activities in Trinidad and Tobago targeting Venezuelan migrants and populations affected by the increased flows into the country. The Displacement Tracking Matrix (DTM) is one such activity, which assesses the characteristics and needs of the Venezuelan migrant population. It will provide the United Nations system, the Government and civil society organizations with information to develop plans and policies for migrants through the collection of secure and transparent information. DTM will aid in promoting the rights of migrants and minimize the risks of irregular migration.  Under the general supervision of the DTM Consultant, with overall supervision of Head of Office-Port of Spain, the Research Intern will work closely with the Reseach and Data Management Team inclusive of DTM. The successful candidate will be responsible and accountable for assisting with administrative, resource monitoring and research, data collection and processing functions in keeping with the DTM exercise. The candidate may also be assigned duties in keeping with the implementation of various IOM initiatives. |

SECTION 3

Responsibilities and Accountabilities

1. Report to the DTM Consultant/Senior Researcher and work closely with the Field Coordinator.
2. Update and maintain electronic filing system for DTM resources, finances, activities, events and reports.
3. Assist with the finalization of the DTM questionnaire and other research/data collection instruments.
4. Perform data entry, data coding, transcribe interviews, and collate documents/reports.
5. Support the organization of meetings, training activities, stakeholder consultations and other research events by assisting with logistical activities such as arrangement of venues/facilities, equipment, materials, preparation and dissemination of correspondence, as well as drafting and assembling of documents, training certificates, attendance reports, etc.
6. sist with distribution and collection of survey forms, tools and equipment to enumerators.
7. Assist with the preparation and coordination of daily workload assignments for field staff, including provide monitoring support and verification of work by field staff.
8. Provide administrative support to the DTM exercise and assist the Administrative Assistant where necessary.
9. Perform any other related duties as assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

Minimum of a Bachelor’s or above university degree, in Sociology, International Relations, Statistics, or in another field related to the services.

EXPERIENCE

Applicants to IOM internships must, at the time of application, meet one of the following requirements:

a) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent); or

b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or

c) Have graduated with a university degree (as defined in (a) or (b) above) and, if selected, must commence the internship within one year of graduation.

d) Must be between 20 and 36 years of age.

e) National/ Resident of Trinidad and Tobago with valid work permit

SKILLS

Solid computer skills, including proficiency in MS Office Packages (Office, excel, Power point, outlook) internet and E-mail

Personal commitment, efficiency and results-driven.

Sound administration and organizational skills with strict attention to detail.

Ability to work in a highly confidential manner

Flexible and able to adapt quickly to new, different environments.

Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a diverse team.

Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.

SECTION 5

Languages[[1]](#footnote-1)   
IOM’s official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in English is required (oral and written).

DESIRABLE

Working knowledge of Spanish

SECTION 6

Competencies[[2]](#footnote-2)

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 - Behavioural indicators – Level 1

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.

SECTION 7

Signatures

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| 1st Level Supervisor | Date |
|  | 19 April 2023 |
| 2nd Level Supervisor | Date |
|  | 19 April 2023 |

1. As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization’s official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN. [↑](#footnote-ref-1)
2. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-2)