International Organization for Migration (IOM)

The UN Migration Agency

TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title	DTM Reporting Intern
Classification	**Thematic focus**: To assist IOMs Global Displacement Tracking Matrix (DTM) support team with reporting support and the implementation of quality control mechanisms
Type	Internship
Duty station	London, UK
Reporting directly	DTM AKO Unit Lead (London) and DTM Lead Editor (London)
Overall supervision	Global DTM Coordinator (London)
Duration	6 months

II. ORGANIZATIONAL CONTEXT AND SCOPE

Since 2004 the Displacement Tracking Matrix (DTM) is IOM's main operational tool for tracking and monitoring the movements and the evolving needs of displaced populations. It has been systematically deployed in medium to large-scale humanitarian response operations in the last seven years, including in all Level 3 emergencies. During 2021 DTM was active in over 86 countries. To coordinate and support operations implemented by approximately 5,600 staff, the global DTM support team is comprised of 45 specialists across eleven locations (Geneva, London, Bangkok, Nairobi, Dakar, Cairo, Pretoria, San Jose, Buenos Aires, Vienna and The Hague).

As part of the Global DTM Support team, this internship will work part of an active London based team supporting DTM country and regional offices. The position is focused on bringing the quality of analysis and reports regarding displacement and migration to a high standard for external publications. The position is key to ensuring a professional standard to DTMs analysis and reporting which can support operations and advocacy of mobile and vulnerable populations.

Located in the IOM London office, under direct supervision of the DTM Analytics, Knowledge and Output Quality (AKO) Unit Lead (London, UK) and the DTM Lead Editor (London, UK), the successful candidate will integrate into the DTM AKO unit.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Objective: To provide operational reporting support to DTM Country and Regional offices.

Common to all interns in the AKO unit:

- Provide **support** in **analysis** and **interpretation** of data, as **tasked** by the DTM AKO unit
- Facilitate the logistical **organization** of webinars in support of the DTM unit to ensure **regular** internal and external **updates** on human mobility and displacement;
- If necessary, in coordination with **DTM Country Missions** provide updates on human mobility trends, changes and any other significant observations surrounding human mobility and displacement in the respective context;
- Assist the DTM Country Missions and teams in London in the **production** and **quality** control of **documents**;
- Coordinate with other units of the **global DTM support team** to ensure continuity of functional workflows;
- Provide administrative and logistical support to the London team when needed;
- Provide **support** in **analysis** and **interpretation** of data as well as in review of DTM documents requiring remote assistance to DTM Missions, at their request;
- Assist in the refinement of DTM's data collection methodologies and questionnaires, identifying good practices and providing recommendations for improvement;
- Support technical training of other staff, including through the organization of dedicated webinars;

Perform any other tasks as assigned.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following competencies:

Excellent research, writing, communication and statistical/analytical skills; ability to prepare clear and concise reports; Accountability; Client Orientation; Continuous Learning; Communication; Creativity and Initiative; Planning and Organizing; Professionalism - displays mastery of subject matter; incorporates gender related needs, perspectives, concerns and promotes equal gender participation; Technological Awareness.

BEHAVIOURAL

Strong and demonstrable knowledge and interest in migration, development economics, political economy of development, conflict studies, public health and/or humanitarian issues; personal commitment, efficiency, flexibility; ability to work effectively and harmoniously in a team and with colleagues from varied cultures and professional backgrounds under tight deadlines.

TECHNICAL

Required
- Fluency in French and English at a working professional level
- Proficiency using Microsoft Office 365 (Excel, Word and PowerPoint)
- Experience using Adobe Suite (e.g. InDesign, Illustrator)

- Experience in quantitative research methods

Advantageous
- Experience working with R (programming language), including at least three of the following
- Experience with GIS software such as ArcGIS/QGIS
- Experience with other coding languages (e.g. Python) and relational databases (inc. SQL)
- Experience in qualitative research methods

V. EDUCATION AND EXPERIENCE

Master's degree from an accredited academic institution in a field of study related to **Economics / Development Economics, Data Science, Political Science, Social Science, Development Studies, Public health, Epidemiology** or other relevant disciplines with a significant quantitative component. Alternatively, a Bachelor's degrees with 2 years of relevant working experience.

VI. LANGUAGES

Required

Excellent communication skills in English and French (written and oral)

Advantageous

Knowledge of Arabic and/or additional UN language

VII. ELIGIBILITY CRITERIA

Required

Applicants to the IOM internship programme 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 and, if selected, must commence the internship within one year of graduation

VIII. HOW TO APPLY

Interested candidates must submit updated CV and cover letter (in PDF format and only one file with your name and surname) to dtmrecruitment@iom.int adding "DTM Reporting Intern" in the subject line, no later than **Friday 21st of January 2022**.

Please note that candidates without a professional competence in French will not be considered and only successful candidates will be contacted, due to the high volume of applications.