

Terms of Reference

Name of Post: Internship (6 months)

Place: Belize City, Belize

Beginning date: ASAP

End date: September

The International Organization for Migration- IOM, the UN Migration Agency, created in 1951, is the main intergovernmental organization in the area of migration and works in close collaboration with governmental, intergovernmental and non-governmental organizations. The work of the IOM involves assuring there is human and organized management of the migration; promoting international cooperation on migration issues; help finding practical solutions and offer humanitarian assistance to those migrants in need, being them refugees, displaced or rootless persons.

The Western Hemisphere Regional Program on Migration is financed by the Population, Refugees and Migration Office of the Population Department of the United States. The program aims to is to advocate for the adoption of well-managed, regular forms of migration by governments that concurrently reduce flows of irregular migration and vulnerabilities of migrants in transit, while countering the efforts of human traffickers and migrant smugglers. (Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, México, Panama and the Caribbean).

Under the direct supervision of the National Program Coordinator for Belize, and the overall supervision of the Regional Coordinator of the Western Hemisphere Regional Program on Migration, the intern will be responsible of the following tasks:

Functions and responsibilities:

1. Support the National Coordinator of Western Hemisphere Regional Program on Migration in the development and implementation of the Annual Work Plan 2019 for Belize.
2. Support the National Coordinator in the implementation of program activities in Belize, including workshops, meetings, consultations, etc.
3. Support the National Coordinator in the writing of concept notes and other technical documents.
4. Support the National Coordinator in the writing of reports and other M&E requirements.
5. Support with the translation of key documents.
6. Prepare research reports on the subject of migrants and migration management.
7. Other tasks assigned according to the needs of the Program.

Requirements for the Internship:

- A minimum of a bachelor's degree
- A profile consistent with the needs of the Organization
- A health insurance
- A portable computer

Languages:

English- Required

Spanish- Advantageous

Please submit your application for this internship via COSanJoseVacancies2@iom.int

Closing date for applications: March 22