

Learning Objectives:

The Planning, Monitoring, Reporting and Evaluation Unit is responsible for supporting the Mission in the planning and monitoring of the Mission strategy and programs and evaluating the performance of all areas. It also supports the Mission with external liaison and advocacy.

Under the direct supervision of the Head of the Planning, Monitoring, Reporting and Evaluation, the Intern will support the programs as well as areas such as coordination and visibility of IOM programming.

Responsibilities:

- Assist in the implementation workplan of the Planning, Monitoring and Evaluation Unit in El Salvador.
- Support in the monitoring and evaluation activities with the implementing partners and key actors of the programs, which includes but it is not limited to, monitoring calls to beneficiaries, field visits and data collection. using various methodologies and tools including surveys, interviews, focus groups, among others.
- Assist in the design of digital forms (MS forms, Kobo Toolbox) for data collection purposes and during the analysis phase, data processing and interpretation of data collection activities.
- Support the team in planning and organizing meetings, workshops, events, dialogues and/or consultations when required.
- Assist in drafting key materials, such as power point presentations, talking points and official correspondence for internal and external use.
- Assist in researching and organizing information about new funding opportunities.
- Assist in regularly updating stakeholder lists, project updates, monitoring databases and other “living documents”.
- In coordination with the Communication and the Information Management Units, assist drafting communications materials including graphic design and social media for better visibility of IOM’s operations.
- Actively participate in meetings and training opportunities needed to improve job performance.
- Assist in data verification of means of verification provided by the technical team.
- Assist in any other activity assigned according to experience, knowledge and needs of the PD/M&E Unit.

Competencies:

The intern is expected to demonstrate the following values and competencies:

Values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

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 action and delegated work.
- Communication: Encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Education and experience:

- Final year student or recent graduate (1 year maximum) of a bachelor's degree in Sociology, Economics, International Relations, Political Science, Statistics or other related fields from an accredited academic institution.
- Good management of data processing programs: Excel, Word, Power Point, Access, as well as other programs from the Office suite or other systems.
- Basic knowledge of quantitative and qualitative data collection methodologies, reporting, as well as monitoring and evaluation processes.
- Basic-intermediate skills on analysis and interpretation of data.
- Experience in international cooperation, international humanitarian organizations and/or CSOs will be an asset.
- Previous experience in migration and/or development will be an advantage.

Languages:

Fluent Spanish (Oral and Written)

Advanced English level (oral and written) will be an asset. For this position intermediate level of English (oral and written) is required.

IMPORTANT:

Instructions to apply for this vacancy:

Candidates who meet the required qualifications must send their **resume and a letter of interest** to the email: iomsalhr@iom.int, indicating the name of the call in the subject of the email.

Only shortlisted candidates will be contacted. Deadline to apply for this vacancy is August 8th, 2024.

Please keep in mind:

Only applications that meet the required profile will be considered.

Applications received later or that do not specify the vacant name will not be considered.

The attachment must not be larger than 2MB.

Only shortlisted candidates will be contacted.

The internship will last 6 months full-time work (from 8:00 a.m. to 5:00 p.m.), with the possibility of extension and a monthly subsistence allowance of \$390.00.