Learning Objectives

Position title : Intern (LHD - Labour Mobility and Human Development)
Duty Station : Accra, Ghana
Appointment type : Internship
Duration : 3 months with possibility of extension

Working under the overall direction of the Chief of Mission, the intern will assist with the operational activities of the Mission. Tasks will include:

1. Provide support to the overall implementation of the mission LHD projects in a timely manner and assist the IOM LHD project assistant with the financial, administrative and technical oversight of the projects, in line with IOM's policies and practices as well as donor requirements;
2. Assist the project assistant with the coordination and organization of meetings, trainings and capacity-building workshops for stakeholders, including logistics and procurement activities as instructed;
3. Support the project assistant in disseminating information on the IOM projects and maintain good relations with key institutions in Ghana through regular information-sharing and networking activities;
4. Support in the preparation of regular reports on the implementation, progress, and expenditure of projects;
5. Assist with drafting new project proposals and resource mobilization in coordination with the Project Assistant and the Project Development Officer;
6. Perform such other duties as may be assigned.

Education

• Bachelor’s degree in Political or Social Sciences, Law and/or International Relations or a related field from an accredited academic institution with at least one year of relevant professional experience; or
• High school degree with four years of relevant professional experience.

Experience

• Basic understanding of migration issues in Ghana with a focus on migration and development;
• Experience in liaising with national and international institutions is a plus;
• Familiarity with project management and financial and business administration is a plus.

Interested candidates are requested to send their CV and motivation letter, including two references, to accravacancies@iom.int by 22 November 2019.