



International Organization for Migration (IOM)
The UN Migration Agency

Terms of Reference
Immigration and Naturalization Directorate (IND) Internship

I. General Information	
Post/Title	Intern (Total 20)
Date of issue (Original)	01 February 2023
Duty Station	Mogadishu-5 posts; Kismayo-3 posts; Baioda-3 posts; Dhusamareb-3 posts; Jowhar-3 posts and Garowe-3 posts
Duration of Assignment	12 months
Level of Assignment	Internship
Deadline for Applications	07 February 2023
II. Background Information	
About MIDA	
<p>MIDA is an International Organization for Migration (IOM) initiative with support from the Government of Norway, which aims to facilitate the transfer of skills, competencies and knowledge of qualified Somali expatriates to specific government institutions within the Federal Republic of Somalia. After carefully looking at the priorities of the Federal Government of Somalia’s Immigration and Naturalization Directorate, MIDA will target different key areas.</p> <p>To make sure the next generation of Somalis is involved in the development of their home country, IOM will pair young Somali graduates from Somali universities with the subject matter experts. The Somali youth will be placed at internship positions at the relevant institutions to work side-by-side with government officials of the host institution, under supervision of an expatriate expert (Senior Advisor).</p>	
About the Immigration and Naturalization Directorate	
<p>Under the supervision of the Director General, the Immigration and Naturalization Directorate (IND), placed under Ministry of Internal Security, manages Immigration and Naturalization process at various ports of entry, in collaboration with the institution, oversees the airports, land ports and seaports. The IND is also responsible for issuance of the passports. Its overall mission is to, “build Somalia’s future through the well managed movement and settlement of people”. The main responsibility of the Directorate include:</p> <ol style="list-style-type: none">1. Administer admissions into the country;2. Determine the residency status of foreigners and issuing permits thereof;3. Custodianship of refugee affairs;4. Inspectorate; border control;5. Protect the security of the Somali passport.	
About the internship position	



The International Organization for Migration (IOM) will be supporting this internship through coordination with the HR Director and Senior Advisor to the Director General and the focal points of the regional authorities.

The main objective of this internship position is to transfer skills to the intern. The position of the internship will give the interns the opportunity to gain both theoretical as well as practical knowledge and skills in different topics as under:

1. Administer admissions into the country including at the remote border posts;
2. Passport Control Activities at Sea, Air and Land Ports;
3. Budget and Finance;
4. Human Resources Management;
5. Data Management and Protection.

The Intern with the prerogatives of the DG IND can be transferred between departments to diversify the learning process. Upon the completion of the internship, the Directorate will have capable people who, if recruited, can perform their duties.

III. Activities / Key Results Expected

Contextual information:

Under the overall guidance the Senior Advisor to the Director General the intern will be responsible for the following duties and responsibilities:

1. Attend the Immigration office on daily basis except for Fridays and National Holidays,
2. Follow the instructions given by the HR Director/Senior Advisor as well as the Heads of Sections at each regional office,
3. Attend workshops/training sessions held by the experts,
4. Acquire the knowledge and skills transferred to them by the expert and regional office colleagues,
5. Follow the guidelines set out by the expert while fulfilling their duties,
6. Assist the Directorate in the day-to-day functioning of regional offices,
7. Submit periodic reports to the expert on quarterly basis.

IV. Target Outputs (Measurable Results)

1. Skills are transferred to the intern
2. Intern is involved in the daily activities of the Immigration and Naturalization Directorate and transfers his/her recently acquired skills in the different fields to office colleagues
3. Participation in training facilitated by the Senior Advisor
4. Production and submission of quarterly reports as mentioned below



V: MIDA requirements	
<p>Besides the specific outputs mentioned in section IV, MIDA is requiring the following steps/actions to be undertaken throughout the internship. These are standard requirements for all internships undertaken through this project:</p> <ol style="list-style-type: none"> 1. Work plan: A work plan will be developed with the Supervisor during the first month of internship which will provide clear and time bound activities to successfully implement the outputs of the internship. This work plan for the entire 12 months including planned transfer between departments will be shared with the MIDA focal point from IOM by IND HR Director. This work plan can be revised during the mid-term review to reflect new developments or changes in strategy which shall be shared with MIDA FP of IOM by the IND HR Director. 2. Interim and Final Reports: A progress report will be submitted by the intern to the Supervisor and to the MIDA focal point from IOM on a quarterly basis. Thereafter a final report will be provided at the end of the internship by IND HR Director duly reviewed by Senior Adviser. 	
V: Qualifications	
Level of Education:	First degree accepted, Master's degree preferred
Years of work experience in what area(s):	Recent Graduate, years of work preferred but not required
Languages needed:	Somali and English fluent
General Skills / Other Requirements:	The interns should have the following: <ol style="list-style-type: none"> 1. Communication skills, 2. Leadership skills 3. English Writing Skills
VI: Salary	
<p>Under the direction of IOM MIDA and in consultation with the beneficiary institution, salary level will be determined based on the agreed upon MIDA Internship salary level. (USD 300/Month, all inclusive)</p>	
VII: Security and insurance modalities	
<p>Please note that neither IOM nor the Government of Norway, according to the contract, will be responsible for the security of the intern. The host institution will be responsible for the security of the individual.</p>	



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VIII: How to apply

All applicants must apply online through the QUESTS-MIDA website. To start the application process, the applicants are required to register an account with the QUESTS-MIDA website. Go to login and register as a user, then fill the form and create a password to enter in the applications section. Fill in the 1-page online application form.

Send your Resume/CV to midasomvacancy@iom.int stating the position in the subject line of your email. Only short-listed candidates will be informed of the status of their application.