



Vacancy:
Immigration and Naturalization Directorate
Information Technology (IT) and Web Designer Intern
Terms of Reference
Mogadishu

I. General Information	
Post/Title	IT Intern
Date of issue	12 December 2016
Duty Station	Immigration and Naturalization Directorate
Duration of Assignment	6 months with possibility of extension
Level of Assignment	Internship
Deadline for applications	25 December 2016

II. Background Information
<p>About MIDA</p> <p>Migration in Development Africa (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 Department, MIDA will target four key areas, namely: Human Resources (HR), Public Finance Management (PFM), Procurement, Law and Information Technology (IT).</p> <p>To make sure the next generation of Somalis is involved in the development of their home country, IOM will pair Somali young graduates from Somali universities and colleges 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.</p> <p>About the Immigration and Naturalization Directorate</p> <p>The Immigration and Naturalization Directorate falls under Somalia's Ministry of Internal Security. The Directorate manages immigration process at various ports of entry, in collaboration with the institution overseeing the airports and sea ports. 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 the coordination with the Senior Advisor to the Director General.

The main objective of 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 Information Technology and in IOM's Migration Information and Data Analysis System (MIDAS). Ultimately, upon the completion of the internship, the Directorate will have capable people who, if recruited, can perform the duty of legal drafting.

III. Activities / Key Results Expected**Contextual information**

Under the overall guidance the Senior Advisor to the Director General the interns 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 Senior Advisor, HR as well as the IT Heads of Section,
3. Attend workshops/training sessions held by the Senior Advisor, HR and IT
4. Acquire the knowledge and skills transferred to them by the Senior Advisor and IT office colleagues,
5. Assist in performing software installations and support day to day system operations,
6. Hardware and software support,
7. Assist in design and maintain Directorate website,
8. Implementation, management and maintenance of Information Technology and Communication (ITC) services at the Department of Immigration
9. Develop and ensure that all helpdesk ITC queries and support services from the Directorate are answered appropriately via email, telephone call or in person.
10. Assist in installation, operation and administration of the security for MIDAS system and network components,
11. In coordination with the Directorate ITC unit, support Management and maintenance of communication systems/equipment including, the LAN, VPN tunnels, VSAT, and Internet access, HF/VHF Radios and all other communication related matters such as Social Media for the Directorate.
12. Follow the guidelines set out by the immediate supervisor,
13. Assist the Directorate in the day-to-day functioning of IT offices,
14. Submit periodic reports to the IT Director and Senior Advisor on quarterly basis.

IV. Target Outputs (Measurable Results)

1. Skills in IT and MIDAS are transferred to the intern
2. Directorate website is updated and maintained over course of internship
3. Intern is involved in the daily activities of the Immigration and Naturalization Directorate and transfers his/her recently acquired skills in the IT field to office colleagues
4. Participation in training facilitated by the Senior Advisor
5. Production and submission of quarterly reports as mentioned below

V: MIDA requirements

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:

- 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 will be shared with the Head of Department and Senior Advisor. This work plan can be revised during the mid-term review to reflect new developments or changes in strategy.
- 2. Interim and Final Reports:** A progress report will be submitted by the intern to the Supervisor on a quarterly basis. Thereafter a final report will be provided at the end of the internship.

V: Qualifications

Level of Education :	First Degree preferred accepted, Master's Degree Preferred
Area of Study :	A Bachelor's degree in MIS/Computer Science/Telecommunications and/or Engineering/Information technology
Years of work experience in what area(s):	Recent Graduate, years of work preferred but not required
Languages required:	Somali and fluent English
General Skills / Other Requirements:	The interns should have the following: <ol style="list-style-type: none">1. Capacity to acquire skills in IT,2. Skills in web design,3. Communication skills,4. Leadership skills5. English Writing Skills

VI: Salary

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.

VII: Security and insurance modalities

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.

VIII: How to apply

To start the application process, the interested candidates are required to submit cover letter and CV to both hr@immigration.gov.so and guests-mida@iom.int. In order to be considered, please use the subject line: **Immigration_IT_Mogadishu** when submitting your email application. Short listed candidates will be informed of the status of their application.