



International Organization for Migration (IOM)

The UN Migration Agency

Terms of Reference

Vacancy: IT Intern for the Ministry of Health, Puntland

I. General Information	
Post/Title	IT Intern
Date of issue	7 July 2020
Duty Station	Puntland Ministry of Health
Duration of Assignment	5 months
Level of Assignment	Internship
Deadline for applications	20 July 2020

II. Background Information
<p>About MIDA</p> <p>The Migration for Development in Africa (MIDA) Somalia programme supports the mobilization of resources and expertise of the Somali diaspora to contribute to the stabilization and development of Somalia, while ensuring that skills and knowledge are transferred to the host institutions and retained by local staff once the diaspora experts complete their assignments.</p> <p>MIDA FINNSOM Phase II - Health and Education Project is funded by the Government of Finland and the project aims to facilitate the transfer of skills, competencies and knowledge of qualified Somali expatriates to public institutions in Somalia, with a focus on two sectors, namely health and education.</p> <p>About the Host Institution</p> <p>The Puntland Ministry of Health (MoH), headquartered in Garowe, has ultimate oversight over Puntland's five regional hospitals, Ten district hospitals, 84 maternal and child healthcare centers, 192 health posts, four mental health centers, and all other types of health-related facilities. The Puntland MoH comprises six departments: (1) Primary Healthcare; (2) Public Health; (3) Planning and development; (4) Human Resource (5) Medical Service (6) Administration and Finance.</p>

III. Activities / Key Results Expected
<p>Under the overall supervision of the MIDA expert, the intern will be responsible for the following tasks:</p> <ol style="list-style-type: none">1. Assist in performing hardware and software installation procedures

2. Provide support in diagnosing hardware and software issues and troubleshooting activities
3. LAN/WAN infrastructures (routers, modems, switches, etc.); trouble shooting and administering a Microsoft Windows based network (LAN)
4. Troubleshoot equipment such as printers and scanners and other peripherals
5. Participate in the development of software applications
6. Provide support in setting up end user training activities
7. Handle infrastructure administration activities such as server and storage capacity handling and directory services management
8. Updating the website of the MOH

IV. Target Outputs (Measurable Results)

Concrete deliverables to be produced/undertaken by the intern during the assignment:

To be specified for the work plan of the Intern.

V: MIDA requirements

Besides the specific outputs mentioned in section IV, MIDA is requiring the following actions to be undertaken throughout the assignment. These are standard requirements for all assignments under this project:

1. **Knowledge and skill training:** The main objective of this project is for the Intern to acquire continuous and systematic knowledge and skills as related to the assignment. It will have to be agreed with the beneficiary institution, the diaspora participant which the intern will have to benefit from the knowledge and skills of the diaspora participant. There are templates/tools for the intern to facilitate, outline and take stock of the trainings received, competencies gained and the different learning stages.
2. **Work plan:** A work plan will have to be developed with the diaspora participant during the first week of assignment which will provide clear and time bound activities to successfully implement the outputs of the assignment. This work plan will be shared with the MIDA Project Assistant. This work plan can be revised during the mid-term review to reflect new developments or changes in strategy.
3. **Mid Term Review:** there will be a mid-term review of the assignment between the intern and the diaspora participant and the beneficiary institution to discuss the performance of the intern.
4. **Interim and Final Reports:** A progress report will be submitted by the intern to the diaspora participant and to the MIDA Project Assistant. Thereafter a final report will be provided at the end of assignment.

V: Qualifications

Level of Education:	Diploma, Bachelor of IT
Area of Study:	IT or Equivalent degree
Years of work experience in what area(s):	6 months – 1-year experience in IT
Languages needed:	English and Somali
General Skills / Other Requirements:	<ol style="list-style-type: none">1. Ability to work positively with the wide range of individuals involved in IT department and partners of the Ministry of Health2. Strong prioritization, organization and attention to detail skills3. Integrity, honesty and commitment to quality.4. Ability to work without supervision, identify problems and solutions.5. Must have knowledge in IT regulations and procedures.6. Good communication skills both reading and writing; Effective interpersonal communication skills and report writing.7. Ability to use Microsoft Office programs (Word, Excel, and PowerPoint) and email system.

VI: Subsistence Allowance

IOM will liaise with the intern, the donor and IOM's partners to determine an allowance necessary for the intern to be successful in his or her assignment.

VII: How to apply

To apply please send your CV (with two professional references including their email and phone number) and a cover letter by email to **midasomvacancy@iom.int**. Kindly write: the **IT Intern/Puntland** in the subject field of the email when sending the application.

Only shortlisted candidates will be contacted, preference will be given to qualified female applicants.

VII: Security and insurance modalities

The Intern will not be covered by medical, medical evacuation and death-and-disability insurance during his assignment. The Intern MIDA Participant shall provide a medical certificate confirming fitness-to-work to IOM/MIDA SOMALIA prior to the commencement of his assignment.

The Intern is solely responsible for payment of any applicable taxes on the allowances or any other payments received under this Contract. This obligation shall survive the termination or expiration of this Contract.