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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Media and Communications Unit | |
| Position grade | Other | |
| Duty station | Bratislava, Slovakia | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Media and Communications Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on | N/A | |
| Reports directly to | Senior Media and Communications Associate | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  IOM has been present in Slovakia since 1996 when an Agreement between IOM and the Government of the Slovak Republic was signed, based on which the IOM office in Bratislava was established.  **Supervision**  The successful candidate will work under the overall supervision of the Chief of Mission of IOM Slovakia, under the direct supervision of the Senior Media and Communications Associate, and in cooperation with colleagues from various units at IOM Slovakia. This will often involve collaboration with colleagues from the EMN (European Migration Network) section, MIC (Migration Information Centre) section, and ER (Emergency Response) section.  S/he will be responsible for the following duties: preparing and producing content for the IOM SK website and social media channels, managing and utilizing the editorial and events calendar, preparing, designing, and updating various informational and promotional materials (such as presentations, one-pagers, leaflets, and brochures), monitoring media outputs and analyzing them, conducting ad hoc research based on current needs of the MCU department, assisting with organizing press events, providing general support to the local Visibility Task Force, and collaborating with staff on developing new communication ideas and tools. | | |
| III. Responsibilities and Accountabilities | | |
| 1. **Content Creation:** Responsible for generating engaging content across various platforms, aligning with the organization's messaging and brand. 2. **Social Media Management:** Manages social media accounts, implementing strategies to increase brand awareness and engagement. 3. **Marketing Material Production:** Assists in designing and producing marketing materials to support promotional efforts. 4. **Campaign Planning and Execution:** Supports planning and execution of communication campaigns, analyzing performance to optimize strategies. 5. **Team Collaboration and Supervision:** Collaborates with cross-functional teams, communicating effectively and seeking guidance from supervisors to ensure alignment with organizational goals and standards.   **Training Components and Learning Elements**   * Internal workshops and trainings organized by IOM HQ. * Hands-on projects. * Mentorship and coaching. * Online courses and resources. * Cross-functional training and working. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  |  * University degree or Master’s degree in Media/Communications/Marketing or a related field | | |
| Experience | | |
| * Proficiency in creating diverse content types, encompassing articles, copywriting, and other textual formats. * Experience in effectively managing various social media and digital platforms to engage audiences and promote content. * Demonstrated capability in producing compelling marketing materials that effectively convey messaging and brand identity. * Proven track record in planning and executing successful promotional or communication campaigns, showcasing strategic thinking and creativity. * Strong collaborative skills, with the ability to contribute effectively within a team dynamic while also thriving under supervision and taking direction when needed. | | |
| SKILLS | | |
| 1. Excellent Communication Skills: Both written and verbal communication skills are crucial for conveying ideas effectively and maintaining professional correspondence. 2. Social Media Management: Familiarity with various social media platforms and the ability to create engaging content tailored to each platform. 3. Content Creation: Proficiency in creating diverse content types such as articles, blog posts, social media posts, newsletters, etc. 4. Graphic Design: Basic knowledge of graphic design tools like Adobe Photoshop or Canva for creating visually appealing graphics and promotional materials. 5. Video Editing: Basic understanding of video editing software. 6. Research Skills: Ability to conduct research for content creation, market analysis, and trend identification. 7. Organizational Skills: Capability to manage multiple tasks, deadlines, and projects simultaneously. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written). | |  |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate 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.  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.  Courage: Demonstrates willingness to take a stand on issues of importance.  Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.  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 actions and delegated work.  Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way. | | |
| **Notes[[2]](#footnote-2)** | | |
| **Eligibility and Selection**  In general, the Internship Programme aims at attracting talented students and graduates who:  a) have a specific interest in, or whose studies have covered, areas relevant to IOM  programmes and activities;  b) are holding a scholarship for internship placements in international organizations  and/or for whom internship is required to complete their studies; or  c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.  d) are either students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted. * Please consider the cost of living in the duty station prior to applying. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)
2. Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process”. [↑](#footnote-ref-2)