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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Communications | |
| Position grade | Other | |
| Duty station | Vienna, Austria | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Media and Communications | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office | |
| Position rated on |  | |
| Reports directly to | Senior Regional Media and Communications Officer | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  IOM is committed to addressing the needs and promoting and upholding the rights of migrants.  IOM’s Protection Division is at the forefront of this work, through its protection and assistance and return and reintegration programming.  Protection encompasses all activities aimed at obtaining full respect for the rights of the individual in accordance with the letter and spirit of the relevant bodies of law. Specifically, protection involves activities that seek to directly secure, individual or group rights, as well as activities that aim to create a society in which individual and group rights are recognized and upheld.  ​  IOM’s [Policy on the Full Spectrum of Return, Readmission and Reintegration](https://www.iom.int/sites/g/files/tmzbdl486/files/documents/ioms-policy-full-spectrum-of-return-readmission-and-reintegration.pdf) (2021) guides IOM’s work on return migration through a holistic, rights-based and sustainable development-oriented approach that facilitates safe and dignified return, readmission and sustainable reintegration. It focuses on the well-being of individual returnees and the protection of their rights throughout the entire return, readmission and reintegration process, placing individuals at the center of all efforts and empowering those making an informed decision to participate in assisted voluntary return programs. At the same time, it recognizes that States have a sovereign prerogative to determine their national migration policies and to govern migration within their jurisdiction, in conformity with international law commitments.  **Supervision**  Under the direct supervision of the Senior Regional Media and Communications Officer, the Intern will assist in organizing the workload and outputs of the media and communications department as it raised the profile of IOM in the region through various communucations initiatives. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Provide support in developing and producing audio-visual materials promoting the work of the RO and Missions, including video, social media, animations, posters, leaflets infographics etc 2. Support the Senior Media and Communications officer with the maintenance and upgrade of the regional office website. 3. Build and consolidate social media presence for the RO in Twitter, Facebook, Instagram, YouTube, LinkedIn and others. 4. Present information and data in a creative, innovative and compelling ways for print, electronic, web-based and animated presentations for illustrative and informative purposes 5. Monitor and report on traffic on the RO website and social media platforms. 6. Support the promotion of IOM information products through social and traditional media. 7. Present data produced by the RO and missions through attractive visual products. 8. Assist in writing, research, editing, sourcing, collating, and/or rewriting digital stories, related to IOM’s work in the region especially regarding climate change and mlobility. 9. Design and lay-out of reports, communication materials for printing and electronic distribution; 10. Update newsletters, factsheets, data sheets, other visibility materials; 11. Create infographics that creatively convey topics related to IOM’s work; 12. Support and assist in planning and organising events and activities as initiated by the Regional Office keeping in mind the mandatory protocols for high level officials, dignitaries and guests 13. Perform such other duties as may be assigned   **Training Components and Learning Elements**   * The intern will gain experience in a UN Organization, including communication and media activities, as well as understanding the dynamics of regional and international initiatives and working groups. * Gain experience in how to communication on migration and of strategies and responses. * Acquire detailed knowledge of the issues surrounding migration in the media across a vast and diverse region. * Acquire in-depth knowledge of how IOM works with the media and other communications stakeholders to influence the agenda and advocate for vulnerable migrants. * Take initiative in how IOM’s design and style can be adapted to create impactful and incisive communications products. * Gain experience in from peers in the United Nations Communications group * Enhance media and editing skills and help build capacity in missions. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * University degree or currently studying journalism, media, communications, or a related field from an accredited academic institution. | | | |
| Experience | | |
| * ​Paid or volunteer experience working with migrants; or * ​Paid or volunteer experience in media and communication activities * ​Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks, maintain attention to detail, and coordination with a variety of stakeholders.​ | | |
| SKILLS | | |
| * Knowledge and understanding of journalism and media. * ​Knowledge and understanding of social media trends * ​Good analytical and writing skills. * ​Flexibility, office skills | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| *Fluency in English.* | | *Working knowledge of Russian.* |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate is expected to demonstrate the following values and competencies:  VALUES - All IOM staff members must abide by and demonstrate these five 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)