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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Media and Communications | |
| Position grade | Other | |
| Duty station | Abuja, Nigeria | |
| Position number |  | |
| Job family | Communications | |
| Organizational unit | Media and Communications | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country | |
| Position rated on |  | |
| Reports directly to | Media and Communications Officer | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| Under the overall supervision of the Chief of Mission and the direct supervision of the Media and Communications Officer, the successful candidate will support all aspects related to media engagement, communications, public information and external relations for the IOM Nigeria mission. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support all aspects of communication including research and writing, production and management, presentation and promotion, and monitoring and evaluation. 2. Support the implementation of deliverables of corporate communications strategies, including the knowledge management. 3. Conduct research and brainstorm opportunities related to internal communications and branding. 4. Write, edit, and upload text and multimedia content, including feature articles and interviews, to online communication platforms including the IOM Nigeria website, and digital channels (Facebook, Twitter, Instagram, LinkedIn, Youtube). 5. Support the IOM Nigeria Media and Communications Unit with social media strategies and plans for upcoming events and other social media contents. 6. Attend meetings and conduct staff interviews for the production of internal-facing news articles. 7. Help organize events related to corporate communications strategies and programmes. 8. Support staff to engage in activities and initiatives related to corporate branding and communications strategies. 9. Support the marketing and promotion of the corporate branding and communications strategies and related deliverables. 10. Perform such other duties as may be assigned | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * University degree in Mass Communication, journalism, communications, public relations, marketing, digital filmmaking, digital media, graphic design or a development-related field. | | | |
| Experience | | |
| Demonstrated working knowledge and understanding of:   * Media and communications workflows; * Corporate communications, specifically within International Organizations or any institution working in the development sector; * Social media and digital community management and engagement. | | |
| SKILLS | | |
| * Written and spoken proficiency in English; * Strong communications skills: excellent listening skills and empathy, ability to write clearly and concisely * Proficiency in Microsoft Office software. Competency in graphic design software (Adobe Creative Suite and others) considered an advantage. * Demonstrable experience in media communications including social media. University extra-curricular activities are acceptable. * Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| For all applicants, very good English is required (oral and written) | | Working knowledge of Chinese is desirable. |
| 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)