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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Digital Communications | |
| Position grade | Other | |
| Duty station | London, United Kingdom | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Communications | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on |  | |
| Reports directly to | Senior Communications Associate | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.  IOM has a strong presence in the United Kingdom working with the government, civil society, academia and private sector, supporting migrants, helping refugees integrate, training survivors of trafficking, working with diaspora, raising funds for the most acute humanitarian crises around the world, as well as improving the knowledge base through research and data.  **Supervision**  The successful candidate will work under the overall guidance of the Chief of Mission and the direct supervision of the Senior Communications Associate to assist in the implementation of media, visibility and awareness raising initiatives by providing digital communications support – including social media graphic design, photography, videography and editing. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Design digital communication materials, especially in relation to the protection and rights of migrants. 2. Support the Senior Communications Associate with the collection of information from various project units and update content of IOM UK’s website and social media accounts. 3. Support the development, implementation, monitoring and evaluation of digital campaigns. 4. Supporrt the coordination with vendors on the production of communication products. 5. Participate in the implementation of community outreach and awareness raising activities and events. 6. Enhance the visibility of programme activities by covering events and facilitating media coverage of events. 7. Conduct video interviews with IOM UK project staff and projects beneficiaries and draft short stories. 8. Monitor media coverage on the mission’s work and other media developments on migration. 9. Undertake duty travel when necessary. 10. Perform other duties as required.   **Training Components and Learning Elements**   1. **Interpersonal/People skills**   The intern will acquire the ability to communicate effectively with different internal and external audiences and create consensus among different stakeholders around common objectives and priorities.   1. **Collaboration**   As a communication digital intern, the candidate will likely collaborate with other staff members from a variety of cultural and professional backgrounds, including from other IOM missions, regional and headquarters offices.   1. **Time Management**   The intern will learn to prioritise tasks in a fast-paced and multi-tasking environment, as well as to organize own time, set own internal deadlines, in order to produce the required results.   1. **Critical Thinking**   Critical thinking refers to the crucial ability for professional communication, analyse and evaluate a situation or issue and form a judgment.   1. **Technical Proficiency**   *During this internship you will acquire a:*   * good understanding of the Communication Project Cycle * good understanding of Social Media Management * good understanding of the Communication Key Performance Indicators * good political and organizational awareness | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  |  * Be enrolled in the final academic year of a university degree programme (minimum Bachelor’s level or equivalent); or * Be enrolled in a graduate degree programme (second university degree or equivalent, or higher); or * Have graduated with a university or graduate degree and, if selected, must commence the internship within one-year of graduation. | | |
| Experience | | |
| * Well-versed on the work and mandate of the United Nations. * Experience in community engagement, outreach, advocacy or awareness raising initiatives. * Experience with managing social media accounts to raise awareness of social issues. * Experience in liaising with government, civil society and media partners is an advantage. * Good grasp of migration dynamics in the UK is an advantage. | | |
| SKILLS | | |
| * Excellent oral and written skills; excellent drafting, formulation, reporting skills * Experience in digital content creation, specifically graphic design, photography, videography, and editing. * Skilled in the use of Adobe Creative Cloud, in particular Adobe Express (or Canvas), Adobe Illustrator, InDesign and/or PremierePro | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| • Fluency in English (oral and written). | | • Working knowledge of another UN language is an advantage |
| 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 wherever possible. * 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.   **Core Competencies**   * Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels. * Delivering results: Manages time and resources efficiently, monitoring progress and making adjustments as necessary. * Managing and sharing knowledge: Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives. * Accountability: Takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work. * Communication: Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives. | | |
| **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)