Logo, company name

Description automatically generated

**POST DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| I. Position Information | | |
| Position title | Intern – Media and Communications | |
| Position grade | Internship | |
| Duty station | Copenhagen, Denmark | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Sub-Regional Office for the Nordic Countries (SRO) | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office (CO) | |
| Position rated on |  | |
| Reports directly to | Sub-regional Media & Communications Officer for Nordic countries | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  The Sub-Regional Office for the Nordic countries (covering Denmark, Finland, Iceland, Norway and Sweden) is based in the UN City in Copenhagen. It serves to strengthen collaboration with strategic partners in the Nordic countries on areas of mutual interest and increase knowledge of IOM’s strategies and work globally.  **Supervision**  Under the direct supervision of the Sub-regional Media & Communications Officer for Nordic countries and in coordination with the Sub-Regional Coordinator (SRC) for the Nordic Countries/Chief of Mission (COM) Denmark, the successful candidate will assist in the daily handling of public information and online communications activities and implementation of media and communication projects covering IOM activities in the Nordic countries (Denmark, Finland, Sweden, Norway and Iceland) and other country offices of strategic interest to the Nordic countries. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Assist in updating and maintaining the CO/SRO website. 2. Assist in drafting written content such as press releases, feature stories or articles. 3. Support CO/SRO social media management by regularly posting on Facebook, Twitter and LinkedIn. 4. Design visibility materials, including mission and project factsheets, banners, etc. 5. Compile analytics of CO social media platforms and website. 6. Assist in monitoring Danish media and Government´s press conferences compiling press review. 7. Contribute to event organization ensuring proper visibility support. 8. Assisting with preparing any needed comms presentations (external or internal) as well as any webinars the comms unit may organize for internal or external audiences. 9. Assist with Sub-Regional monthly newsletter and email invitations design and mailout. 10. Update relevant external and internal CO communications and media & partners contact lists. 11. Any other tasks that may be assigned.   **Training Components and Learning Elements**  The successful candidate will:  1. Gain working experience in an international multicultural environment within the United Nations system.  2. Become acquainted with and develop fundamental skills in online and other media and communications processes and requirements.  3. Gain a unique understanding of IOM’s media, communications, and policy work. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * University bachelor’s degree in Media and Communications, Public Information, Political or Social Sciences, or related field from an accredited academic institution. | | | |
| Experience | | |
| * Experience producing, editing and disseminating multimedia content for online audiences, particularly through social media, and experience using content management systems and other advanced tools for online publishing and distribution of content is desirable. | | |
| SKILLS | | |
| • Excellent knowledge of MS Office applications.  • Familiarity with website content management.  • Good knowledge of social media tools and channels.  • Experience with photography and graphic design.  • Good level of computer literacy and skills.  • Strong organizational skills.  • Ability to draft clearly and concisely.  • Ability to understand the Organization’s structure and portfolios.  • Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Proficiency in English is required for the internship. | | Working knowledge of Danish is considered an advantage. |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate is expected to demonstrate the following values and competencies:  The incumbent is expected to demonstrate the following values and competencies:  **Values -** all IOM staff members must abide by and demonstrate these three 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:** behavioural indicators *level 1*  • Accountability;  • Client Orientation;  • Continuous Learning;  • Communication;  • Creativity and Initiative;  • Planning and Organizing;  • Professionalism;  • Teamwork;  • Technological Awareness; | | |
| **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)