Logo, company name

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FOR INTERNAL MHRO USE ONLY:

Appointment type: **XXXXXXXX**

Contract duration**: One year / 6 or 9 months, with possibility of extension**

Posting duration: **XXXXXXXX**

WBS: **“Appointment is subject to funding confirmation”**

Direct supervisor: **XXXXXXXX**

Notes to include in the vacancy announcement: **N/A**

**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Communications | |
| Position grade | Other | |
| Duty station | Boa Vista, Roraima, Brazil | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Emergencies Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | CO Brazil | |
| Position rated on |  | |
| Reports directly to | Communications Coordinator in Brasilia | |
| Number of Direct Reports |  | |
| II. Organizational Context and Scope | | |
| **Background Information**  Established in 1951, IOM is a Related Organization of the United Nations. As the leading UN Agency in the field of migration, it works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for all. It does so by providing services and advice to governments and migrants.  Since 2016, IOM is present in Brasil and is currently represented in 13 Brazilian cities. IOM has been working together with the Government of Brazil, municipal and state governments, civil society, and the private sector to promote safe, orderly, and dignified migration that benefits both migrants and the host society.  This internship aims to support communication actions, events and production of materials related to IOM projects in the office of Boa Vista, where together with other UN Agencies, civil society organizations, and local and federal governments, has been promoting better governance of the Venezuelan migration influx, supporting the most vulnerable asylum seekers and migrants by promoting their access to basic rights, giving direct support and capacity building to local agents, and articulating actions and activities with the civil society.  **Supervision**  Under the direct supervision of the Communications Coordinator, and the overall direction of the Emergency Coordinator, the intern will provide overall support in communications and advocacy, including content for web and print, press releases and notes, briefings, presentations, speeches, reports, social media content, photos, infographics and posters. Also, the intern is expected to contribute to the implementation of creative communication strategies. | | |
| III. Responsibilities and Accountabilities | | |
| She/he will pursue the following duties:   1. Support IOM Brazil’s social media products and strategy. 2. Assist in the creation of graphic communication pieces for digital and printed use; 3. Support the production of public and internal information – press releases and notes, newsletters, presentations, quality photographs, and audio-visual material. 4. Support the production of campaigns to combat xenophobia and to promote social integration between migrants and local society. 5. Support in providing overall support with research and fact-checking to produce communication material. 6. Support the edition of simple videos and clips produced by the team. 7. Support the maintenance of an up-to-date repository file for communication materials including publications, press releases, clipping, photographs, audio, and visual products. 8. Stays abreast of new design and social media trends and delivers create and innovative ideas. 9. Support in ensure all communication materials are under the general branding IOM manual. 10. Support administrative tasks related to Communication. 11. Performs any other duties as may be needed.   **Training Components and Learning Elements**  As a member of IOM Brazil team, the intern will:   * Work with the Communications Coordinator and the local Communications Assistant on activities and operational procedures to communicate IOM Brazil activities. * Learn the structure, policies, and practices of IOM humanitarian response to Venezuelan refugees and migrants in Boa Vista. * Learn about the IOM mandate and IOM campaigns in Boa Vista. * Strengthen his/her effective writing and visual communications skills. * Develop digital and strategic communications skills focusing on IOM products. * Strengthen partnership skills assisting interactions with IOM partners on relevant IOM activities. * Learn about project implementation in IOM field missions. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Currently enrolled in a graduate degree program of a recognized institution in Communications, journalism, marketing, graphic design or related fields. | | | |
| Experience | | |
| No experience is required to this position. | | |
| SKILLS | | |
| * Strong interest in working in the UN system, particularly on migration issues. * General IT competence and command of main office softwares. * Internet communication and searching skills. * Social media edition skills. * Ability to work in a multi-cultural environment and a strong team working capacity. * Ability to work in a fast-paced environment. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)*  Fluent in English OR Spanish. | | Working knowledge of Portuguese is desirable. |
|  | |  |
| 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: 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. * Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action 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 Program aims at attracting talented students and graduates who:  a) have a specific interest in, or whose studies have covered, areas relevant to IOM  programs 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. * Depending on experience and location, IOM provides a small monthly stipend to help offset costs. * Please consider the cost of living in Geneva prior to applying.   Applications must be submitted by INSERT DATE | | |
| 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. | | |
|  | | |
| **Signatures:** | | |
| 1ST LEVEL SUPERVISOR DATE  2ND LEVEL SUPERVISOR DATE | | |

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)