Open to internal and external candidates

TERMS OF REFERENCE

Position Title : Communications Intern  
Duty Station : Boa Vista, Roraima  
Classification : Intern  
Type of Appointment : Internship Contract  
Estimated Start Date : As soon as possible  
Closing Date : 30 June 2024

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

Context

Under the overall of the Communications Assistant and of the National Project Officer in Boa Vista, the Communications Intern is expected to create compelling and engaging communication and advocacy products for web and print, including reports, social media products, text and press release. The candidate will contribute to the implementation of creative communication strategies in Venezuelan’s response. In particular he/she will be responsible for:

Responsibilities and Accountabilities

1. Support the production of public and internal information – press releases and notes, newsletters, reports.
2. Assists in the organization and coverage of online and in-person conferences, meetings, workshops, seminars, and other events.
3. Provides support with IOM Brazil’s social medias products and strategy.
4. Report writing and editing.
5. Provide overall support with research and fact-checking to produce communication material.
6. Capture images in photo and video.
7. Support administrative processes related to communications, such as services payments, procurement and planning.
8. Perform any other duties as may be needed.
**Required Qualifications and Experience**

**EDUCATION**

- Be enrolled in an undergraduate program in journalism, communication, marketing or any related field.

**EXPERIENCE**

- Excellent communication and interpersonal skills, ability to prepare clear and concise products.
- Knowledge in the field of migration is an advantage.

**SKILLS**

- Good organizational, time management and prioritizing skills.
- Strong interpersonal and communication skills.
- Ability to multitask and work under pressure to meet deadlines.

**Languages**

IOM’s official languages are English, French, and Spanish.

**REQUIRED**

For this position, fluency in Portuguese and working knowledge of Spanish is required.

**DESIABLE**

English is desirable.

**Competencies**

The incumbent 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 – Behavioral indicators (level 2)**

**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**

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

**How to apply**

Interested candidates should send Curriculum Vitae only in pdf format to iombrazilpress@iom.int, until 30 June 2024, stating in the subject field CV COMMS INTERN BVB.

Only shortlisted candidates will be contacted.

**Posting period**

From 20.JUN.2024 to 30.JUN.2024.