



Open to internal and external candidates

**TERMS OF REFERENCE**

Position Title	: <b>Communications Intern</b>
Duty Station	: <b>Recife (1 vacancy), Rio de Janeiro (1 vacancy) and São Paulo (1 vacancy), Brazil.</b>
Classification	: <b>Intern</b>
Type of Appointment	: <b>Internship Contract</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>30 June 2024</b>

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 supervision of the local Project Coordinator, the Communications Intern will provide communication and administrative support to the Economic Integration Unit. 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. Provide overall support with research and fact-checking to produce communication material.
5. Capture images in photo and video.
6. Support administrative processes related to communications, such as services payments, procurement and planning.
7. Ensure all communication materials are under the general branding IOM manual.
8. Stays abreast of new design and social media trends and delivers create and innovative ideas.

9. 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 English is required.

#### **DESIRABLE**

Spanish 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](mailto:iombrazilpress@iom.int), until 30 June 2024, stating in the subject field:

**For Recife: CV COMMS INTERN REC**

**For Rio de Janeiro: CV COMMS INTERN RIO**

**For São Paulo: CV COMMS INTERN SAO**

Only shortlisted candidates will be contacted.



***Posting period***

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