



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Intern - UN Network on Migration (Communications and Visibility)**

Duty Station : **Home based**

Classification : **Intern, Grade Other**

Type of Appointment : **Internship, six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **30 June 2021**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Context:

Background Information

The UN Network on Migration was established to ensure effective, timely and coordinated system-wide support to Member States. In carrying out its mandate, the Network will prioritize the rights and well-being of migrants and their communities. In October 2020, the European Union (EU) and the United Nations Network on Migration (UNNM) signed a partnership to pioneer capacity building support to implement the Global Compact for Safe, Orderly and Regular Migration (GCM). With this project, the Network – with support from the EU - will leverage whole-of-UN expertise on migration to help countries implement the GCM and facilitate safe, orderly and regular migration.

Supervision

The successful candidate will work under the overall supervision of the Head of the Secretariat and the direct supervision of the Senior Programme Manager, in cooperation with other colleagues in the Network Secretariat, in particular the Senior Strategic Communications Coordinator. The successful candidate will support the implementation of the project and its Communications and Visibility Plan through the following duties:

Core Functions / Responsibilities:

1. Supporting the development of information and communications tools and materials
 - a. Drafting communications materials, press releases, website text, and social media content
 - b. Drafting informational materials and knowledge products
 - c. Drafting video scripts and transcribing interviews with stakeholders

2. Liaising with communications and visibility service providers including those responsible for:
 - a. Design and production of merchandising / materials
 - b. Translation

3. Supporting organisation of events (including project launch, workshops and trainings) and relevant visibility activities

a. Liaising with stakeholders; developing invitations; drafting PowerPoint presentations

4. Supporting communication among the project team and partners including:

a. Drafting project-related communications and updates for Country Teams, Network and other partners

b. Scheduling, attending, and taking notes for relevant project meetings

5. Supporting donor relations and communication

c. Helping to prepare donor meetings and/or briefings

d. Contributing to donor reports and communication

Training Components and Learning Elements

- Mentoring from experienced project manager.
- Learning on project management, communications, and visibility.
- Learning on GCM objectives, whole-of-society and stakeholder guidelines, Network Workplan and Working Groups.
- Adapt ways to connect to key stakeholders through communications.

Required Qualifications and Experience:

Education

University degree in international relations, international law, development studies or related subject, from an accredited academic institution.

Experience

- Experience working in communications an advantage.
- Experience working for an international organisation an advantage.

Skills

- Excellent communication skills, including recognizing diversity;
- Writing skills drafting documents and public relations;
- Experience using different social media and preferably;
- Ability to multi-task, manage multiple streams of work and relationships, ensuring timely response and follow up.

Languages

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

For this position, fluency in English and working knowledge of Spanish is required (oral and written). Working knowledge of French is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Note

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;
- e) are between 20 and 36 years of age.

This internship programme will be supporting the Headquarters in Geneva, Switzerland. As this will be a teleworking opportunity and will be required to overlap with the duty station, please consider the time difference in the duty station prior to applying.

- 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.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

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 – behavioural indicators

- **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 action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

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.

No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 30 June 2021 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 17.06.2021 to 30.06.2021

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

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