

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Communications Intern |
| Position Grade | Intern |
| Duty Station | Nairobi, Kenya |
| Job Family | Media and Communication Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Regional Office for East, Horn and Southern Africa |
| Reports directly to | National Media and Communications Officer |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM) is the UN Migration Agency. With 175 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility.
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

IOM’s Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

SUPERVISION

Reporting to the National Media and Communication Officer, and under the overall supervision of the Regional Public Information Officer, the incumbent will monitor media across the region, identifying IOM mentions and compiling relevant news. The incumbent will also, with the support of the National Media and Communication Officer, be responsible for maintaining IOM's brand and visibility by assisting missions with graphic design and document layout.

Responsibilities and Accountabilities

1. Media monitoring—support with monitoring IOM mentions and other news of interest to IOM in the media daily and develop and disseminate a daily news digest to all missions in the region.
2. Graphic Design—support in the design and layout of various IOM documents and IEC materials such as reports, newsletters, posters, and social media cards, among others.
3. Website management—under the guidance of the supervisor, the intern will update the website with stories and content intended to go out to the public.
4. Support with follow-up on administrative and logistical arrangements to organize press briefings and other events, such as workshops and conferences.
5. Content production—the intern will contribute to content production, which includes video production, photography, writing, and editing of videos that highlight IOM’s work in the region.
6. Social media management—the intern will support the communications team with generating copies for IOM’s social media channels.
7. Support in managing the communication calendar of events and developing minutes and notes during key communication meetings.
8. Support regional office units with communication and visibility initiatives and plans.
9. Perform such other duties as may be assigned.

TRAINING COMPONENTS AND LEARNING ELEMENTS

The Intern will gain experience in working in an international multicultural environment, within the United Nations system.

* Gain experience in organization, management, and international cooperation activities.
* Gain a better understanding of IOM’s work, as an inter-governmental organization in the field of Migration, and work on formulating and editing institutional strategies, priorities and workplans.
* The Intern can also access online training courses at the disposal of all IOM staff.
* The Intern will have the possibility to interact with IOM staff within the Region and IOM Missions.

SECTION 4

Required Qualifications and Experience

EDUCATION

* Have an interest in, or whose studies have covered, areas relevant to IOM programmes and activities;
* Is either enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

EXPERIENCE

* Experience in content creation and social media management.
* Experience liaising with government, civil society and media partners.
* Experience in community engagement, outreach, advocacy or awareness raising initiatives is an asset;
* Good grasp of migration dynamics in Timor-Lests is an asset;
* Experience working in international, nongovernment or civil society organizations is an asset;

SKILLS

* Planning and organisational skills
* Content production and writing
* Graphic design skills
* Teamwork
* Analytical skills

SECTION 5

Languages

REQUIRED

For this position, fluency in English is required (oral and written).

DESIRABLE

Working knowledge of French.

SECTION 6

Competencies[[1]](#footnote-1)

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 - Behavioural indicators – Level 1

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

Eligibility and Selection

In general, the Internship Programme aims at attracting talented students and graduates who:

a) have a interest in, or whose studies have covered, areas relevant to IOM programmes and activities;

b) are either enrolled in the final academic year of a first university degree programme

(minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

* 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.

SECTION 7

Signatures

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| --- | --- |
| 1st Level Supervisor | Date |
|  | Click here to enter a date. |
| 2nd Level Supervisor | Date |
|  | Click here to enter a date. |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)