

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Media and Communications |
| Duty Station | Dili, Timor-Leste |
| Job Family | Programme Support |
| Organizational Unit | Media and Communications |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Reports directly to | Media and Communications Officer |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. IOM is part of the United Nations system, as a related organization.

IOM supports migrants across the world, developing effective responses to the shifting dynamics of migration and, as such, is a key source of advice on migration policy and practice. The organization works in emergency situations, developing the resilience of all people on the move, and particularly those in situations of vulnerability, as well as building capacity within governments to manage all forms and impacts of

IOM has been a key partner since Timor-Leste’s independence, working closely with the government and communities from disaster risk management and emergency response to migration governance, climate resilience, community stabilization, and protection. IOM’s work addresses the needs of vulnerable populations, including displaced persons, migrants, and at-risk communities. Timor-Leste faces significant geophysical and hydrometeorological hazards, exacerbated by climate change, leading to widespread disaster-induced displacements. Additionally, socio-economic challenges, irregular migration, and human trafficking further impact the country’s most vulnerable populations.

SUPERVISION

Under the direct supervision of the Media and Communications Officer in Timor-Leste, overall supervision of the Chief of Mission, and in close coordination with Programme Managers, the Media and Communications Intern will contribute to strengthening IOM’s visibility and engagement. The role will support internal and external communications, public information, and media-related activities that highlight IOM’s impact across all programmatic areas.

SECTION 3

Responsibilities and Accountabilities

1. Assist in implementing IOM Timor-Leste’s communication strategy to ensure consistent and impactful messaging by integrating key messages across social media, publications, outreach materials, and other communication channels.
2. Assist in developing multimedia content to strengthen IOM’s storytelling and engagement by supporting the production of videos, human interest stories, and social media materials.
3. Help liaise with media practitioners to enhance the visibility of IOM’s work and ensure accurate reporting on migration issues by supporting media visits, preparing press materials, and monitoring media engagement.
4. Monitor media coverage and migration-related discussions to track trends and public perceptions by compiling news summaries and identifying key topics for communication efforts.
5. Join field visits when needed to document IOM’s activities and enhance communication materials by capturing photos and videos, drafting reports, and collecting testimonials
6. Any other related tasks as may be required or assigned by the supervisor.

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 Headquarters and IOM Missions.

SECTION 4

Required Qualifications and Experience

EDUCATION

* Bachelors in Communications, Journalism, Development Studies, International Relations, Social Sciences or a related field from an accredited academic institution.

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

* Good oral and written skills; including drafting, formulation, reporting skills;
* Skilled in digital content creation, including photography, videography, graphic design and editing
* Skilled in the use of Adobe Creative Cloud, in particular Adobe PremierePro and Illustrator;
* Knowledge of UN and bilateral donor programming an asset

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Working knowledge of Tetum is desirable.

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)