

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Intern – Media and Communications |
| Duty Station | Nairobi |
| Job Family | Mission Support and Innovation Unit |
| Organizational Unit | Mission Support and Innovation Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country Office |
| Reports directly to | National Communication Officer |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

The International Organization for Migration (IOM) is the UN Migration Agency. With 175 member states and 8 observing 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.

Supervision

Under the overall supervision of the Head of Mission Support and Innovation Unit and the direct supervision of the National Communications Officer, and in close collaboration with other relevant colleagues in Kenya Country Office (KCO), the successful candidate will support IOM Kenya’s communication unit functions of, developing and disseminating communications and visibility materials of Kenya Country Office as well as support communication needs of related projects , units and sub-offices of the Kenya Mission.

SECTION 3

Responsibilities and Accountabilities

1. Support the communication functions of the unit and activities related to public affairs of the IOM Kenya Mission.

2. Facilitate drafting of notes, and minutes recording for meetings on communication related activities.

3. Help maintain the communication unit share point and knowledge management system, files and records of project and unit activities. Maintaining and archiving records of all related products from activities, meetings and keeping all relevant stakeholders up to date.

4. Assist in the organizing and preparation of materials for communication related activities.

5. Support in communication administrative procedures related to the implementation of activities.

6. Provide regular reports on the work being accomplished to the communications focal points, and/or supervisors and team members.

7. Assist in drafting concept notes by compiling general background information from various sources and providing specific inputs upon instructions.

8. 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 its role within the UN country team.
* The Intern will acquire technical knowledge in communication and related functions .
* The Intern’s knowledge will be enhanced through accessing online training courses at the disposal of all IOM staff.
* The Intern will have the possibility to interact with IOM and UN staff within the Mission.

SECTION 4

Required Qualifications and Experience

EDUCATION

* Completed Bachelor's Degree in Graphic Design, Communications, Multimedia Studies, Journalism or a related field Social Science, Development Studies, International Relations, Economics, Business Administration or a related field from an accredited academic institution

EXPERIENCE

* Experience in graphic design, photo and video editing and production is an advantage.
* Ability to work effectively in a team of colleagues of varied cultural and professional backgrounds.
* Self-paced, excellent communication, planning and organizational skills and able to meet tight deadlines, particularly if working remotely.
* Excellent knowledge of spoken and written skills in English.
* Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a diverse team.
* Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.
* Experience in writing and editing information materials and reports.
* Working experience in communication is an advantage.

SKILLS

* Knowledge on communication issues related to migration.
* Strong organizational skills and tasks oriented
* Ability to multi-task and prioritize work.
* Proven ability to produce quality work accurately and consistently according to set deadlines.

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Knowledge of Kiswahili is an advantage.

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 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 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.

e) are at least 20 years of age.

* Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.
* Please consider the cost of living 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)