Logo, company name

Description automatically generated

**TERMS OF REFERENCE**

|  |  |  |
| --- | --- | --- |
| I. Position Information | | |
| Position title | Crisis Communications and Advocacy Intern | |
| Position grade | Other | |
| Duty station | HQ, Geneva | |
| Organizational unit | Media and Communications Unit (MCU) | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | HQ | |
| Reports directly to | Safa Msehli | |
| II. Organizational Context and Scope | | |
| The Media and Communications Unit (MCU) of IOM is comprised of experienced communications professionals based in Geneva and Manila.  The team provides support on media and public information issues to IOM Headquarters and missions worldwide.  It is responsible for media relations as well as producing a variety of other public information materials, including official statements to mark special events, multimedia products and press briefing notes on specific IOM activities  Working under the direction of the Spokesperson for Crisis Communications and Advocacy, the intern will work on the development, analysis and preparation of content related to managing Crisis and furthering IOM’s Advocacy objectives with the wider public, member states and UN system: | | |
| III. Responsibilities and Accountabilities | | |
| * Collect and systematically organize and analyze Media coverage related to active Crises and migration related news * Conduct Media Monitoring with focus on the human rights of migrants, violations on international migration and refugee law and reputational issues related to IOM and the UN system * Assist in Drafting Press releases related to advocacy and crisis communications * Develop and consolidate the online sharepoint space on crisis communications and advocacy and ensure LTTs are up to date * Develop social media content related to the fields of advocacy and crisis communications * Support the development of IOM’s strategy on crisis and advocacy * Liaise with country offices and regional offices on breaking news and establish a clear information flow standard operating procedure. * Prepare administrative reports and programme updates as necessary; and * Undertake all other tasks as may be assigned.   **Training Components and Learning Elements**  The successful candidate will acquire technical knowledge in communications in the field of migration, advocacy and crisis communications as well as the humanitarian environment.  She/he will also get access to online training courses at the disposal of all IOM staff.  She/he will also gain experience in working in an international multi-cultural  environment, with an intergovernmental organization | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | Master’s degree in Journalism, Communications or a related field from an accredited academic institution  or  University degree in the above fields. | | | |
| Experience | | |
| Experience in writing and editing  Working experience in an international organization is an asset. | | |
| SKILLS | | |
| High skills in writing and editing in English  Working in an international multi-cultural environment, with an intergovernmental organization is an asset. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written). | | Another official IOM language is an asset. |
| VI. Competencies | | |
| The incumbent is expected to demonstrate the following values and competencies:  **Values** – all IOM staff members must abide by and demonstrate these three 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 *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 action 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 students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.  **Applicants to IOM internships must:**   * a) be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent);   or b) be enrolled in a graduate school programme (second university degree or equivalent, or higher);  or c) have graduated with a university degree and, if selected, must commence the internship within one year of graduation.   * must be between 20 and 36 years of age. * should have a working knowledge (both oral and written) of at least one of IOM’s official languages (English, French or Spanish).   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. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |