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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | **Intern – Public Information and Liaison** | |
| Position grade | Other | |
| Duty station | Djibouti, Djibouti | |
| Position number |  | |
| Job family |  | |
| Organizational unit | IOM Djibouti | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on | Internship | |
| Reports directly to | **Chief of Mission** | |
| Number of Direct Reports | 0 | |
| II. Organizational Context and Scope | | |
| **Background Information**  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.  IOM Djibouti operates through its head office in Djibouti City and implements activities throughout the country, focusing on migrant protection and assistance, border management, technical support and integration.  **Supervision**  Under the direct supervision of the IOM Chief of Mission (CoM), the successful candidate will support the work of the Communications Unit. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Develop content for the mission social media, publications and visibility activities. 2. Contribute to development of the country strategies aligned with IOM Regional Strategy and IOM Strategic Vision and migration policy development in close collaboration with the relevant Offices and HQ. 3. Identify, promote and foster strategic partnerships with academic institutions, think-tanks and research institutions within the country to promote visibility. 4. Support graphic design, photo and video editing activities. 5. Liaise appropriately with teams and partners to develop relevant public information content. 6. Assist in production of briefs and other products, including cross-thematic topics as requested. 7. Contribute to the strengthening of partnership with multi stakeholders of migration and identify opportunities for joint initiatives. 8. Draft correspondence and documents as required. 9. Perform such other duties as may be assigned.   **Training Components and Learning Elements**   * Gain practical experience in a dynamic and international environment. * A genuine prospect to make an impact on the work of IOM. * An opportunity to demonstrate creativity, innovation, contribute with and propose new ideas. * Possibility to be in charge of important responsibilities and demonstrate confidence and initiative. * A great opportunity to start building professional network and learning new opportunities. * Ability to learn from working as part of an international team in a unique cultural and political setting. * Possibility to meet and work with humanitarian and development experts. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Master’s degree in Communications, Social Sciences, Law, Anthropology, Economics, Development Studies or a related field from an accredited academic institution with less than two years of relevant professional experience; or, * University degree in the above fields with less than two years of relevant professional experience. | | | |
| Experience | | |
| * Experience in the field of migration is an asset; * Experience working with international organizations or governmental institutions in a multicultural setting is an advantage; * Practical experience of how to multi-task, prioritize and work independently. | | |
| SKILLS | | |
| * Good knowledge of Migration; * Experience with relevant software including Microsoft Office Package; * Excellent report writing skills; * Excellent organization skills; analytical and creative thinking; and, * Ability to communicate effectively (orally and in writing) with a wide range of stakeholders and comfortable giving presentations and leading meetings. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| IOM’s official languages are English, French, and Spanish.  For this position, fluency in English and French is required (oral and written). | |  |
| VI. Competencies[[1]](#footnote-1) | | |
| 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. | | |

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