



International Organization for Migration (IOM)

The UN Migration Agency

## **Open to Internal and External Candidates**

Position Title : **Internship – Media & Communications**  
Duty Station : **Berlin, Germany**  
Reference Code : **Intern-DE1-2018-19**  
Classification : **MSA**  
Type of Appointment : **3-6 Months; 40hrs/week**  
Estimated Start Date : **As soon as possible**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

### ***Context:***

Under the overall supervision of the Chief of Mission and the direct supervision of the Media and Communications Coordinator of IOM Germany, the Intern will be assisting in the following activities:

### ***Core Functions / Responsibilities:***

- Assists the Media and Communications Team of IOM Germany in carrying out all activities related to public relations and communications;
- Supports the Media and Communications Team in general press monitoring regarding references to IOM;
- Assists in organizing the Global Migration Film Festival in Berlin: develops concept and outreach strategy, explores possible partnerships with civil society;
- Assists in drafting information and outreach material for external and internal communications;
- Assists in drafting media briefings and press releases;
- Assists in the development and maintenance of the IOM Germany website;
- Assists in development and maintenance of IOM Germany social media channels;
- Performs any other duties as assigned by the immediate supervisor and/or CoM.

## ***Required Qualifications and Experience***

### **Education**

Student or graduate, preferably in media communication sciences, graphic design, marketing, business or any other related discipline.

### **Experience**

- Strong communication skills including experience related to media and communication;
- Working experience in administration and advantage;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint as well as Outlook is required;
- First experience in the professional usage of social media.

### **Languages**

German (Excellent; min.C2-level) and English (Fluent). Knowledge of other official IOM language is an advantage.

## ***Required Competencies***

The intern is expected to demonstrate the following 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.
- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- 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](#).

## ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Germany will be eligible for consideration.

## ***How to apply:***

Interested candidates are invited to submit their application including a CV and a cover letter not exceeding more than one page, relevant certificates and references by email to [HRDGermany@iom.int](mailto:HRDGermany@iom.int) (max 5 MB). Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

## ***Contact***

International Organization for Migration / Germany  
Human Resources  
Ms Lisa Rauscher  
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