

## Call for Curriculum Vitae 2021-16

Position Title : **Intern, Information & Communication**

Duty Station : **Country Office Brussels, Belgium**

Type of Appointment : **Internship**

Duration of Assignment : **6 months**

Estimated Start Date : **As soon as possible**

Closing Date : **11 May 2021**

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 direct supervision of the Chief of Mission (CoM) at the IOM Country Office in Brussels and in close coordination with relevant Heads of Unit (HoU), the successful candidate will assist in the daily handling of information and communication activities.

### **The Intern will have the following duties and responsibilities**

- Assist in updating the CO website;
- Assist in compiling the CO biannual newsletter;
- Assist in organising meetings, conferences and events;
- Assist in drafting and translating meeting reports;
- Assist with media requests;
- Draft social media posts (Twitter, Facebook & LinkedIn);
- Compile the CO daily and weekly press reviews;
- Assist in developing new information materials issued by the IOM Brussels CO;
- Update relevant CO contact databases;
- Assist in translating IOM Brussels CO key documents from English to French and/or from English to Dutch;
- Attend Regional Office communication trainings/webinars and report back to Communication focal points when required;
- Liaise with Regional Office on Info-Comm. related matters;
- Any other tasks that may be required.

### **Required Qualifications and Experience**

#### **Education:**

Completion of secondary school. Master's degree in communication, Social Science, Languages or Political Science from an accredited academic institution.

**Experience and skills:**

- First professional experience in administration, translation, or event organization.
- Basic knowledge of information and communication tools;
- Good level of computer literacy;
- Strong organizational skills;
- Ability to understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Ability to draft clearly and concisely.

**Languages:**

Proficiency in English, French and/or Dutch is required.

**Note**

Note that the intern is expected to apply and obtain a scholarship to cover his/her costs of living during the internship.

The internship is subject to local recruitment. Only persons holding a valid residence and/or permit to conduct an internship in Belgium will be eligible for consideration.

**How to apply**

Interested candidates are invited to submit their applications – CV or Personal History Form, and Cover Letter to [IOMBrusselsApplications@iom.int](mailto:IOMBrusselsApplications@iom.int) by 11 May 2021 midnight the latest, referring to this advertisement.

[Download the Personal History Form](#)

**IOM only accepts applications duly completed and only shortlisted candidates will be contacted.**