



## **CFCV 2023-01**

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

Position Title : **Intern (Information and Communication)**  
Duty Station : **Brussels, Belgium (Country Office)**  
Classification : **Internship**  
Duration of Assignment : **6 months**  
Estimated Start Date : **As soon as possible**

Closing Date : **19 January 2023**

*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.*

### **Context**

The IOM Country Office for Belgium & Luxembourg is implementing projects covering a broad range of thematic areas, including migration and development, labour migration, integration, counter-trafficking, assistance to vulnerable migrant groups and unaccompanied migrant children. Under the direct supervision of the Chief of Mission (CoM) at the IOM Country Office for Belgium and Luxembourg and in close coordination with relevant Heads of Unit (HoU), the successful candidate will assist in the daily handling of information and communication activities.

### **General Functions**

1. Assist in managing and updating the CO website;
2. Assist in compiling the CO biannual newsletter and year report;
3. Assist in organising meetings, conferences and events for all different units;
4. Assist in drafting and translating reports;
5. Assist with media requests;
6. Assist in drafting and analysing social media posts (Twitter, Facebook & LinkedIn);
7. Assist in writing, editing and proofreading texts for different communication channels;
8. Assist in updating the IOM Belux Spotify account;
9. Assist in developing new information materials issued by the IOM Brussels CO, including newsletters, podcasts and video content;
10. Update relevant CO contact databases;

11. Assist in translating IOM Brussels CO key documents from English to French and/or from English to Dutch;
12. Attend Regional Office communication trainings/webinars and report back to Communication focal points when required;
13. Liaise with Regional Office, other IOM missions and external partners on Info-Comm. related matters;
14. Any other tasks that may be required.

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

### **Education**

- University degree (Bachelor and/or Master) in Communication, Social Science, International Relations, Languages or Political Science, or other fields of study from an accredited academic institution.

### **Experience**

- First working experience, internship or volunteering experience related to communication would be highly desirable.
- Good knowledge of information and communication tools such as email automation software (Mailchimp), Canva and Adobe Creative Suite (Premiere Pro);
- Excellent writing and drafting skills;
- Strong organizational skills;
- Computer literacy;
- Ability to timely understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Familiarity with design and/or editing tools is an advantage.

### **Languages**

Fluency in English and French/Dutch is required.

### ***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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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

**The intern is expected to apply and obtain a scholarship to cover his/her costs of living during the internship.** For instance, the [Flanders Trainee Programme](#) or the [WBI traineeship programme](#) can be considered.

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

Interested candidates are invited to submit their applications to [IOMBrusselsApplications@iom.int](mailto:IOMBrusselsApplications@iom.int) **by 19 January 2023 23:59h (Brussels time)** at the latest, referring to *CFCV 2023-01* in the subject line and including the following documents:

- a) CV
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (page 4)

In order for an application to be considered valid, IOM only accepts applications duly completed. **Only shortlisted candidates will be contacted.**

### ***Posting period***

From 05.01.2023 to 19.01.2023



**Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium  
CFCV 2023-01 Intern Information and Communication, CO Belgium**

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**Education/Experience**

Do you have:

- University degree (Bachelor and/or Master) in Communication, Social Science, International Relations, Languages or Political Science, or other fields of study from an accredited academic institution? yes  no
  - First working experience, internship or volunteering experience related to communication? yes  no
  - Good knowledge of email automation software (Mailchimp)? yes  no
  - Good knowledge of Adobe Creative Suite (Premiere Pro)? yes  no
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**Languages**

- Fluency in English? yes  no
  - Fluency in French? yes  no
  - Fluency in Dutch? yes  no
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**Internship Allowance**

- Will you apply to/benefit from a scholarship/allowance? yes  no
  - Which one?  
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**Other**

Are you currently holding a valid residence and work permit for Belgium? yes  no

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Date:  
Name:  
Signature: