



IOM International Organization for Migration

Call for Curriculum Vitae 2017-01

Position Title : **Intern, Public Communication**
Duty Station : **Ljubljana, Slovenia**
Type of Appointment : **Internship**
Duration of Assignment : **6 to 9 months**
Estimated Start Date : **01st January 2018**

Closing Date : **30 November 2017**

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Practicalities:

Priority is given to candidates who:

- a) are holding a scholarship for internship placements in international organizations and/or for whom internship is required to complete their studies;
- b) are sponsored by governmental/non-governmental institutions and/or academia to work on specific areas relevant to both IOM and the sponsor;

Context:

IOM Slovenia is engaged in the implementation of different projects in the field of international migration in cooperation with the government, NGOs and partners. The mission works in the areas of migrant integration, resettlement and relocation assistance, migration health, counter trafficking, family reunification, child protection, Assisted Voluntary Return and Reintegration Programme, data collection and research.

Core Functions / Responsibilities:

The intern will work under the direct supervision of the Project Manager.

He/ she will have the following duties and responsibilities:

- Assist with the preparation and implementation of public communication activities and exchange of information with stakeholders;
- Assist with the planning, management and organization of activities, including procurement, event planning, communication with other staff and stakeholders;
- Assist with the implementation of project activities;
- Draft reports, proofread and provide input;
- Provide interpretation and translation as required;
- Interact with IOM partners on relevant IOM activities;
- Assist with the preparation of situational and statistical reports;
- Perform other tasks linked to office duties;
- Perform any other related tasks as required.

Required Qualifications and Experience

Education

- University degree in Journalism, Media Studies, European Studies, International Relations, Political Science, or Law;

Experience

- Proven ability to conduct research;
- A good writing skill combined with the ability to draft clear and concise reports;
- Attention to detail, good communication and interpersonal skills;
- Experience and / or exposure to migration issues or human rights is an advantage.

Languages

Excellent knowledge of spoken and written **Slovenian** and **English**; other language is an asset.

Required Competencies

- 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;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Practical experience of how to multi-task, prioritize and work independently

Other

1. The intern will not only become acquainted with the policies of IOM as an international organization, its multicultural environment and its functioning, but also learn more about the current regional and EU framework policies on migration.
2. 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.
3. This post is subject to local recruitment. Only persons holding a valid residence and work permit for Slovenia will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications – CV and a short Motivation Letter in English to iomljubljana@iom.int by **30th November 2017** at the latest, with the reference “**Application to Internship Position – Public Communications**” in the subject.

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