



## Call for Applications – Internship IOM Sarajevo, Bosnia and Herzegovina

**Duty Station:** Sarajevo, Bosnia and Herzegovina

**Application Deadline:** 16 September 2024

**Position Title:** Communications Intern

**Contract type:** Internship Contract for six months

**Starting Date:** as soon as possible

**Reference Code:** CfA 39-09/24

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.  
Applications from qualified female candidates are encouraged

### Context

The International Organization for Migration (IOM) - the UN Migration Agency - is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM, together with the international community, assists the population of BiH in rebuilding their lives and working for a better future. Today, with a focus on building the capacity of the BiH government to manage migration, IOM is working with a wide range of governmental and non-governmental partners in a wide range of migration related areas, including, amongst others, the protection of vulnerable migrants; border management; assisted voluntary return; diaspora; technical assistance on migration management; disaster risk reduction and recovery.



### **Learning Objectives**

Working under the supervision of the Senior Public Information Assistant and overall coordination of the Communications Specialist, the intern will be responsible for communication and visibility activities of the No Nation Fashion (NNF) initiative and will provide operational support to IOM Bosnia and Herzegovina's Media and Communications Team.

Tasks will include:

- Assist in developing a communication strategy for the No Nation Fashion brand.
- Manage and update NNF's online channels, according to the communication strategy and calendar.
- Support the development and production of multimedia content, including videos, photos, and graphics for online and offline platforms.
- Participate in conceptualizing and executing targeted social media campaigns.
- Draft and refine articles, press releases, and social media content tailored to different audiences.
- Work closely with NNF's Creative Director on ongoing NNF activities and attend regularly field activities.
- Support the organization of events, workshops, and public relations activities.
- Develop research skills by conducting research on communication trends and best practices, and opportunities for NNF visibility.
- Support the work of the Media and Communications Team, contributing to overall team success.

### **Eligibility Requirements:**

- Applicants to IOM internships must, at the time of application, meet one of the following requirements:
  - Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or
  - Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
  - Have graduated with a university degree and, if selected, must commence the internship within one year of graduation.
- All applicants must be between 20 and 36 years of age.
- Applicants should have a working knowledge (both oral and written) of English and Bosnian.
- Only nationals of Bosnia and Herzegovina will be considered for this opportunity.



### **Education & Experience**

- Thorough knowledge of English
- Ability to use own initiative and work under pressure with minimum supervision
- Excellent computer skills - Word, Excel and Internet
- Strong interpersonal and communication skills
- Attention to detail and ability to organize
- Self-motivated and objective driven

### **Terms of the Internship Placement**

- An internship with IOM does not create an entitlement to future employment with the Organization.
- During or after the internship, interns may apply and be recruited to a position for which they meet the required qualifications and experience. However, interns will not be regarded as internal candidates.
- The internship is normally on a full-time basis. Part-time internships may also be accepted if this option meets the needs of the work department/division/office/unit as well as those of the intern. Interns working on a full-time basis are expected to work 40 hours per week in accordance with the working hours prevailing at the relevant duty station. Interns working on a part-time basis will work in accordance with a pre-determined work schedule.
- Interns can transfer to another department/division/section within the same duty station if the intern, supervisor and the Human Resources Unit are in agreement. In the case of a transfer, the total duration of the internship at IOM may not exceed nine months.

### **Required Competencies**

The incumbent 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: maintain 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.



### **Core Competencies**

- 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.

### **Other**

- The appointment is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

### **How to apply**

Interested candidates are invited to submit their application (CV and Cover Letter) electronically by email to: [bihvacancies@iom.int](mailto:bihvacancies@iom.int).

**Subject: CfA 39-09/24**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

Applications must be received **by 16 September 2024**.

**Posting period:** 02 September 2024 – 16 September 2024

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