

Internship – 6 months Communications

The Geneva-based Internal Displacement Monitoring Centre (IDMC) of the Norwegian Refugee Council (NRC) is the global leader in the provision of data, information and analysis on internal displacement. IDMC monitors all situations of internal displacement, provides quantitative estimates of the numbers of IDPs worldwide, and develops research and analysis which seeks to better inform policy and operational decisions that affect the lives of internally displaced people

IDMC is recruiting for a full-time 6-month internship, starting in January 2018, under the guidance of the Head of our Communications Department.

1. Role and responsibilities

The following is a brief description of the role.

The Communications Intern will provide support to the Communications Department across their various project streams ranging from publications, media relations, events and research.

Generic responsibilities

- Provide support for the development of communications material for the Global Report on Internal Displacement
- Provide support to evaluate media coverage and develop media contacts
- Provide support on the development of materials for IDMC's 20th anniversary
- Do research and drafting of content for IDMC materials and website as required
- Provide logistics support for launch events
- Provide support for our social media platforms – developing draft entries etc.
- Coordinate IDMC global calendar up to date by liaising with departments
- Disseminate IDMC research and reports as required
- Do research to add new information to IDMC's comms partner database
- Provide administrative support and process invoices to the head of department
- Take notes as required at meetings as agreed with the head of department

Critical interfaces

Relevant interfaces for this position are:

- Members of the Communications department
- Head of Department, Communications
- All staff as required

2. Competencies

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Relevant degree or post grad (English language, media, marketing, publication relations, journalism etc)
- Excellent writing and editing skills
- Previous training or experience in media relations or journalism
- Strong interest in the humanitarian field
- Good computer skills and social media awareness
- Fluent English, both written and verbal

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job:

- Attention to detail
- Ability to multi task
- Accurate written English
- Good interpersonal skills
- Ability to meet deadlines

The stipend for this internship is 1,500 CHF (gross) per month.

3. Applications

Deadline for applications is 07 December 2017.

Please note that for reasons related to the procedure for work permits in Switzerland, only candidates with an EU or EFTA nationality can be considered for this full-time internship

Please send your application by email to hr@idmc.ch and please put your name in the subject title.

Make sure your application contains the following documents:

- cv,
- cover letter,
- copy of your EU/EFTA passport
- writing sample

Only complete application files will be considered.