



## INTERN (Communications)

Open to Internal and External Candidates

Organizational Unit	:	<b>COMMUNICATIONS</b>
IOM Classification	:	<b>INTERN (Communications)</b>
Duty Station	:	<b>COLOMBO</b>
Salary Per Month	:	<b>LKR 50,000.00</b>
Type of Appointment	:	<b>6 MONTHS CONTRACT (With the possibility of extension up to 9 months)</b>
Estimated Start Date	:	<b>AS SOON AS POSSIBLE</b>
Closing Date	:	<b>January 28<sup>th</sup>, 2026</b>

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 government and migrants.

IOM is committed to a diverse and inclusive environment. Read more about diversity and inclusion at IOM at [Diversity and Inclusion at IOM | International Organization for Migration](#). 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.

### **Context:**

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the National Programme Officer (Media & Communications); the successful candidate will be assigned with the following learning objectives / tasks;

### **Learning Objectives:**

1. Organizing the Mission's media repositories and key templates (social media and related content) in an organized manner for ease of data retrieval.
2. Assist in creating content (IEC materials, videos, infographics, social media carousels, reels and/or written materials) for social media and the mission.
3. Assist in the planning and management of the Mission's website, social media accounts and calculate monthly reach, monitor key stakeholder social media accounts.
4. Assist in communications for events, which includes translation (Sinhala or Tamil) coordination and covering events and field activities organized by the mission and disseminating photographs and media products in a timely manner.
5. Assist programme units in implementing their communication priorities in alignment with IOM branding guidelines and procedures.
6. Support in media monitoring and coordination
7. Be exposed to and experience the dynamics of a professional working environment at an International Organization.
8. Obtain a broad understanding of the programmatic work undertaken by IOM and the UN Communications Group.
9. Undertake any other tasks as may be assigned.

### **Required Qualifications and Experience**

#### **Education**

- Graduate / Final Year Undergraduate of a university degree program in Media, Communications, International Relations, Sociology, journalism, digital media, or a related field from an [accredited academic institution](#).

#### **Skills & Expertise**

- Understanding of Media and communications portfolio
- Social media management and/or coordination
- Creative or analytical writing & Photography
- Ability to create innovative content including stories, videos, social media carousels, and/or similar

- Previous experience in using Graphic Designing and/or similar tools such as Canva, Adobe Suite
- Knowledge in Microsoft Office Applications
- Ability to handle work efficiently with minimal supervision and understanding of the importance of close teamwork.

#### **Languages**

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

#### **Required Competencies**

##### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains 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.

#### **Core Competencies** – Behavioural indicators - Level 2

- 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**

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

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

Interested candidates are invited to submit their applications with the following documents:

- a) Detailed bio data
- b) Cover letter including two work related referees (non-related)
- c) Any samples of the following: written work, photos, videos, you have created in the past.

Kindly submit your application via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **11.59 PM (Sri Lanka Time) on Wednesday 28<sup>th</sup> January 2026**.

Only shortlisted candidates will be contacted.

#### **Posting period:**

From 22.01.2026 to 28.01.2026

#### **No Fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process.