

Communications Intern – Annual Report

Position:	Communications Intern – Annual Report, International Office
Location:	Geneva
Contract:	6 months – work time according to legal requirements (15 hours / week during study period, full time during academic holidays)
Starting date:	February 2020
Closing date:	xxx

I - BACKGROUND

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.

MSF International is the legal entity that binds MSF's 21 sections, 25 associations and other offices together. Based in Geneva, MSF International provides coordination, information and support to the MSF Movement, as well as implementing international projects and initiatives as requested.

II - POSITION WITHIN ORGANISATION

The candidate will be based in Geneva and will support the Editor in the development and logistics around the creation of the International Activity Report – our only movement-wide annual report, which constitutes an important accountability exercise for MSF as a whole.

The Communications Intern will report to the International Content and Publications Manager (ICPM), and will work closely with, and take instructions from, the Editor.

III - OBJECTIVE OF THE POSITION

The role will be to provide daily support to MSF International Office's Communications team, specifically to the Editor during the production of the International Activity Report (IAR). The candidate will also help with a range of tasks – from digital to administrative support.

There will be the requirement – and the opportunity – to help the wider Communications Department. The successful candidate will gain experience in all aspects of NGO communication work.

IV - ACTIVITIES

The main duties will be:

International Activity Report

- Act as point of contact with sections seeking to order copies of the report and seeking the data and text used in the report for their own annual reports
- Assist the Editor in working on the maps used for the report and in producing documents for the translators who subsequently translate the report
- Assist the International Photo Editor with sourcing the images for the report, and the Editor in writing and editing the captions
- Assist the Editor in updating certain pages of the report, such as the Contacts and About this Report pages
- Support the Editor and the Digital team in uploading the digital version of the IAR to the dedicated mini-site within msf.org
- Other tasks as delegated

Administrative/web/digital

- Assist the ICPM in putting together the weekly digest of communications initiatives for the MSF comms movement
- Under the guidance of the ICPM, publish content to msf.org as needed
- Under the guidance of the International Digital Manager and Digital Communications Officer, engage in digital community management across MSF social media and digital channels
- At times, the Communications Intern may be asked to support the rest of the Communications team with administrative tasks (information management, helping with meeting organisation logistics, etc);

V - SKILLS AND EXPERIENCE

- Keen eye for detail
- Genuine interest in and commitment to the humanitarian principles of MSF;
- Working towards a degree in communications;
- Demonstrable interest in communications;
- Computer literacy: experience using MS Office;
- Fluency in written and spoken English;

- Strong organisational skills, punctual, reliable, self-motivated and able to work independently;
- A flexible team member, ready to adapt to the needs of the team.

In order to qualify for an internship position, the applicants should be prepared to provide documentary evidence that they are in one of the following situations:

- a. Currently enrolled in a certifying training course;
- b. Between certifying training courses (eg. Bachelor and Master) with the condition that the utility of the internship is certified by the training institution organising the *second* training.
- c. Professional or social reinsertion according to federal or canton legal mechanisms.

Failure to do so will result in ineligibility for the position.