

Internship Offer

Position title: Internship for Editorial Communication - Communication Unit

Compensation: 633,75 € / month

Duration: 6 months (from 13 January 2020)

Context:

The World Organisation for Animal Health (OIE) is an intergovernmental organisation recognised by the World Trade Organization (WTO) as a reference Organisation for intergovernmental standards concerning the sanitary safety of international trade of animals and products of animal origin and zoonoses, and is in charge of improving animal health, veterinary public health and animal welfare worldwide, as well as transparency of the global animal disease situation.

The OIE, then known as the « Office international des épizooties », was created on the 25th of January 1924. Its Headquarters are based in Paris. It comprises 182 Member Countries and is present on all continents through 12 Representations. The OIE maintains permanent relations with around 75 international and regional Organisations.

Since its creation in the early 2000s, the OIE Communications Unit has steadily increased its scope to cover corporate and internal communication, digital communication (OIE websites and social media), multimedia, events, press relations and relations with the OIE's networks. The Unit takes part particularly in activities aimed at the specialised target audiences defined in the Organisation's Strategic Communications Plan and works closely with the scientific and technical departments of the Organisation. Its work also focuses on strengthening risk communication capacities of OIE Member Countries and developing awareness campaign toolkits.

Internship purpose

The Intern will support the work of the OIE Communication Unit, and will contribute to implement OIE Communication strategies, notably with regard to veterinary information and institutional communications.

Positioning and reporting

The Intern will work and learn under the Editorial Communication Officer supervision and will answer to the Head of the Communication Unit.

Responsibilities

Responsibilities will include:

- Contributing to keep the information on the various activities and fields covered by the OIE up-to-date by interacting with the different contact points responsible for these topics;
- Supporting the implementation of communication strategies linked to specific diseases or institutional activities;
- Developing key messages addressed to the different types of target audiences (from general public to specialist audiences) defined in the OIE communications strategies;
- Creating written content for various supports (press releases, web portals, institutional brochures), in collaboration with technical departments;
- Clarifying, rewriting and restructuring different kinds of contents ;
- Participating in the development of communications tools (institutional brochures, leaflets, infographics);
- Elaborating and updating the editorial content of the OIE website; Contributing to the monthly

Newsletter. Help in the preparation of the OIE annual General Assembly;

- Undertaking any other tasks, assigned by the Head of Unit.

Qualifications and Experience

Qualifications

- Graduated (or currently studying)
 - o either from a veterinary university
- or**
- o from studies in international communications or political sciences.

Technical skills

- Ability to synthesise and vulgarise scientific information;
- Ability to create content for different types of supports (print, websites, multimedia) and to coordinate content development based on the inputs of different contributors;
- Good copy-editing and proofreading skills are necessary;
- Good communication skills, in both written and spoken English or French. A good knowledge of the other official OIE languages would be an asset;
- Good knowledge of standard desktop tools, especially PowerPoint, Web-based applications and media computer tools;
- Knowledge on the administration of social media platforms like Facebook, Twitter, LinkedIn YouTube and Flickr would be an asset;
- Knowledge of web design tools like Typo3, WordPress and Mailchimp would be an asset.

Interpersonal skills

- Very good organisational skills;
- 'Can do' attitude and ability to work within short deadlines;
- Excellent communication skills (verbal, written, interpersonal);
- Ability to work well as part of a team;
- Courtesy, tact and ability to establish and maintain good working relations in a multinational and multicultural environment.

Working conditions

This is a full-time internship based at the OIE Headquarters in Paris (France).

General information

The OIE places high value on a multicultural and positive work environment.

The OIE is an equal opportunity employer and welcomes applications of all qualified candidates, irrespective of their ethnic origin, gender, opinions or beliefs.

If you are interested in this internship, please complete your application online **by 31 October 2019 at noon (Paris time) at the latest** by clicking on the link below. Please note that only applications including a cover letter will be evaluated.

Should you have any questions, please contact Human Resources at hr.dept@oie.int.

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