

Médecins Sans Frontières Suisse recherche pour son siège à Genève un-e

## Operational Communications Intern

This internship is part of an academic training program, a professional training program or a socio-professional integration program, and must meet the [conditions](#) set by the Conseil de surveillance du marché de l'emploi (CSME).

### Context & Mission

Médecins Sans Frontières is an independent, international medical and humanitarian organization that provides care to people in need, people affected by natural or man-made disasters, and victims of armed conflict, without discrimination and without regard to race, religion, creed or political affiliation (MSF Charter).

MSF is recruiting an Operational Communications intern who will be part of the Operational Communications team of the MSF operational centre based in Geneva (MSF OCG). The intern will support the team in its efforts to raise and deepen awareness of MSF operational activities and humanitarian principles of action.

### Tasks and responsibilities

- Compile reviews of the team activities, to be presented twice a year during the multiple-day team gathering.
- Provide the Operational Communications team with critical insights and analysis of the communication initiatives.
- Regularly update a list of communications initiatives in OCG MSF's country of operations.
- Provide research, monitoring and speech analysis on the reach of OCG MSF's operational communications initiatives.
- Support the Strategic Communications Advisors in their various initiatives and develop your own communication initiatives.
- Translate texts, press releases and reports, and revise translations (French and English).
- Take weekly meeting minutes in a concise manner.
- Contribute to articles, interviews and e-tools in coordination with the Strategic Communications Advisors.
- Provide the team with regular reports of new communications initiatives, to be shared internally.
- Content creation for various MSF digital accounts and being co-responsible/supporting Strategic Communications Advisors in collaboration with MSF's communications team in countries of operations.
- Provide regular research, monitoring and speech analysis on the reach of OCG MSF's operational communications initiatives.
- Help organize and coordinate internal events.
- Support the Strategic Communications Advisors in developing and implementing digital and cross media communication initiatives.
- Help develop ideas and digital multimedia content.
- Provide support to operational cells in case needs emerge.

### Your profile

- **Have a tripartite internship agreement**
- Good knowledge of digital and networking
- Proactive, Creativity and an innovate spirit
- Ability to work independently
- Strong command of English and French. Other languages a plus.

- Graduate degree in media and communications, political sciences, international relations or public relations
- Ability to summarise and synthesise
- Solid understanding of international media and online media
- Editing and Multimedia skills an asset
- Strong writing skills and a journalist's mindset
- Strong organizational skills

## Terms of employment

- A tripartite internship agreement is mandatory
- 6 to 12 months, according to internship agreement
- Full time (40h/week)
- Based in Geneva
- Start date : September 2<sup>nd</sup> 2024
- Gross monthly remuneration 2'000.- CHF

## To apply

Please send a CV (2 pages maximum) and a cover letter (1 page maximum).

**Closing date for applications June 9<sup>th</sup>, 2024.**

We reserve the right to close the position early if we consider the number and quality of applications received to be sufficient.

**[APPLY HERE](#)**

**The applications will be treated confidentially.**

**Only short-listed candidates will be contacted.**

**Only applications submitted on our recruitment platforms will be considered.**

**Please note that we do not wish to use the services of recruitment or placement agencies.**

*At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas and experiences work together for the social mission of MSF to create better outcomes for our patients and the communities we work with.*

*We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.*

*MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.*