



PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN
ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE
برلمان البحر الأبيض المتوسط

Internship Opportunity – Communications, PI and Social Media Section

Position Title : Communications, PI and Social Media Researcher
Duty Station : **Città di San Marino, Republic of San Marino**
Duration : **4 – 12 months**
Starting Dates : **ASAP**

PAM is selecting Communications, PI and Social Media Researchers for periods from 4 to 12 months to support its Public Information Officer

Context:

The Parliamentary Assembly of the Mediterranean (PAM) is an international organization, which brings together 34 Member Parliaments from the Euro-Mediterranean and Gulf regions to discuss the most pressing common challenges, such as regional conflicts, security and counterterrorism, humanitarian crises, economic integration, climate change, energy security, mass migrations, education, human rights and inter-faith dialogue. Through this unique political forum, PAM Parliaments engage in constructive discussions, share legislative strategies, and work together towards shared and effective solutions. Over the years, the Assembly has established itself as the main actor of parliamentary diplomacy in the greater Euro-Mediterranean region.

The staff of the Secretariat assists the PAM President, the PAM Bureau, national parliaments, and the Secretary General in the execution of their mandates and is responsible for the follow-up on the decisions taken by the Assembly providing coordination and support to the work of the three Standing Committees and all other bodies established under PAM.

Main Duties:

Under the supervision of the Public Information Officer, Researchers will be assigned with the following tasks:

- Assisting in the updating of the PAM website and contributing to PAM social media (Facebook, LinkedIn, Twitter) presence, including through posts on PAM participation at various events and updates on PAM activities;
- Assisting the PI Officer in strategically strengthening the PAM Social Media Strategy;
- Assisting the PI Officer in drafting Press Releases, Op-eds and Website Content;
- Assisting the PI Officer in creating appealing visuals and graphics, and with visual

design of output documents (i.e. annual report);

- Assisting the PI Officer in drafting and/or editing PAM documents;
- Monitoring traditional and social media from the Euro-Mediterranean and Gulf Regions for content related to PAM;
- Undertake other assignments as required.

Qualifications:

- Recent graduate (or close to completion) with a minimum of a Bachelor's degree in relevant subjects (Political Science, International Relations, Media Studies, Political Communications, Information Science, Foreign Languages, etc.); Master's degree strongly preferred;
- Strong interest in international relations and political communications;
- Good knowledge of Social Media and Web-based communications;
- Knowledge of relevant software (i.e. Canva or alternatives);
- Fluency in English required, fluency in French and/or Arabic strongly preferred, knowledge of other regional languages welcomed;
- Ability to manage a multitude of different tasks and prioritize the work to ensure that all deadlines are met with minimal supervision;
- Teamwork: Works collaboratively with Officers and colleagues to achieve organizational goals.

Competencies:

- Knowledge related to web design and/or digital marketing;
- Ability to adjust language, tone, style, and format to different types of audience;
- Ability to think critically, complete tasks under deadlines, solve problems quickly and effectively, and anticipate potential problems before they occur;
- Impeccable attention to detail;
- Good understanding of the work and mandate of PAM.

Notice:

- Kindly note that the internship is unpaid and on full-time basis. Researchers work five days per week under the supervision of a staff member.
- Candidates of certain nationalities must obtain a visa authorizing their stay in San Marino before they depart to begin their internship. While this is the overall responsibility of the selected candidate, PAM Secretariat will provide information and supporting documents as needed.
- In the context of the COVID-19 pandemic, applicants must be willing and prepared to

undertake the internship remotely for a part or the entirety of the internship, depending on the epidemiological situation.

Eligible candidates are encouraged to send their CV and a cover letter in English or French to admin@pam.int and secretariat@pam.int mentioning **“COM-Internship”** in the subject line.

The administrative documents are available on PAM website:

www.pam.int/default.asp?m=career

Incomplete applications will not be considered.