

Job Description

I. Position information

Job Title : Intern - Public Information/Digital Communications

Department: Office of the Secretary General

Position Status: Intern

Duty Station: Brussels, Belgium

Date of Posting : 15 September, 2025

Closing Date: 1 October , 2025

Duration: 6 Months

II. Organisation Context

Comprised of 79 Member States from Africa, the Caribbean, and the Pacific, the Organisation of African, Caribbean and Pacific States (OACPS) strives to achieve sustainable development for its Member States and their progressive integration into the world economy. As the largest group of southern countries, the OACPS recognises its own structure and history as a form of South-South cooperation and aims to strengthen its role in promoting and coordinating South-South and Triangular Cooperation (SSTC), a key strategy for development and achieving Sustainable Development Goals.

Created by the Georgetown Agreement in 1975, the Organisation has continued to evolve to deliver its mandate effectively. With the recent signing of the Samoa Agreement, the Organisation is entering into a new relationship with one of its biggest partners, the European Union.

While the OACPS HQ is in Belgium, the organisation also relies on two liaison offices, one in Geneva (Switzerland) and a second in Malabo (Equatorial Guinea), recognised as the OACPS Information Centre for South-South and Triangular Cooperation.

III. Duties and Responsibilities

The Intern will support the Secretariat's communications and outreach work. The Intern shall perform the following duties:

- Research, draft, and edit content for OACPS social media channels, highlighting advocacy initiatives, Member State achievements, and international days.
- Assist in developing digital visual products for web and social media platforms, including visual assets such as quote cards, GIFs, infographics, and short videos.
- Contribute creative ideas for major events, thematic campaigns, and high-level meetings to enhance the Secretariat's digital presence.
- Support live coverage of events, including photography, short videos, and real-time social media updates, and prepare follow-up content for the OACPS website.
- Assist in daily monitoring of OACPS social media accounts, track engagement, and prepare analytical summaries of coverage.
- Support internal communications initiatives, including intranet updates and internal newsletters.
- Perform other related duties as required, especially with regard to the preparation of the OACPS summit.

IV.Competencies

Corporate Competencies

- Demonstrates integrity, impartiality, and fairness in all actions.
- Places the interests of the Organisation above personal considerations.
- Accepts responsibility and accountability for quality and correctness of outputs.

Functional / Technical Competencies

- Strong communication and writing skills, particularly for digital platforms.
- Familiarity with social media management and digital content creation.
- Ability to monitor online engagement and provide analytical insights

Behavioral competencies

- Works collaboratively with colleagues from diverse cultural backgrounds.
- Shows creativity, initiative, and adaptability in completing tasks.
- Displays enthusiasm for learning and professional development.

V.Recruitment Qualifications

Education :

Applicants must be enrolled in or have completed a Bachelor's, preferably a Master's or PhD programme in communications, media studies, journalism, public relations, international relations, or a related discipline. Proof of enrolment or graduation will be required.

Experience :

No professional experience is required. However, relevant academic background and familiarity with digital communications are essential.

Language

Requirement:

- Fluency in English and French (oral and written) is required.
- Knowledge of another OACPS official language will be considered an advantage.

VI.Additional Information

- The OACPS is committed to achieving gender balance and geographical diversity among its staff and therefore encourages applications from qualified female candidates.

- The OACPS does not provide financial compensation for internship assignments. All costs associated with participation in the internship, including travel, visas, accommodation, living expenses, and insurance, are the sole responsibility of the intern. However, a transportation allowance may be provided at the discretion of the organization.

- Interns who do not reside in Belgium will be required to obtain the necessary visa(s) and work/employment authorization in accordance with Belgian regulations. The Secretariat will provide a letter of support to facilitate the application process.

Application Instructions

Interested candidates are requested to submit a motivational statement clearly outlining the following:

- The academic degree currently being pursued, including the expected or actual graduation date.
- A brief explanation of why you consider yourself the most suitable candidate for this internship.
- A statement of interest in the OACPS Internship Programme and how it aligns with your career aspirations.

In addition, applicants are required to include a Personal History Profile, which must include:

- A record of all relevant academic and professional experiences.
- A summary of IT skills and competencies.
- Contact details for three professional or academic references.
- Preference will be given to candidates who are nationals of OACPS Member States.

Applications for this post should be sent by e-mail to: hr@acp.int and must reach the Secretariat by midnight of the 01 October 2025 .

Due to the high volume of applications received, only successful candidates will be contacted.