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Institute for Security Studies (ISS): Communication Internships 2024 Apply Online

Description

We are seeking dynamic and motivated individuals to join our team as Communication Interns. This internship provides a unique opportunity to gain hands-on experience in the field of communications within a renowned research institution. As a Communication Intern at ISS, you will contribute to the development and implementation of communication strategies, helping to amplify our impact in the realm of security studies.

Responsibilities

- **Content Creation:** Develop engaging written and multimedia content for various communication channels, including social media, website, and newsletters.
- **Social Media Management:** Assist in managing and growing ISS's social media presence, ensuring timely and relevant updates across platforms.
- **Media Relations:** Support the coordination of media relations activities, including drafting press releases, building media lists, and facilitating outreach to journalists.
- **Event Support:** Contribute to the planning and execution of events, workshops, and conferences, ensuring effective communication before, during, and after the events.
- **Monitoring and Analytics:** Monitor media coverage and social media analytics to assess the impact of communication efforts and identify areas for improvement.
- **Collaboration:** Work closely with ISS teams to gather information and insights for communication purposes, fostering a collaborative and integrated approach.

Qualifications

- **Educational Background:** Currently pursuing or recently completed a degree in Communications, Journalism, Public Relations, International Relations, or a related field.
- **Communication Skills:** Strong written and verbal communication skills, with an ability to convey complex information clearly and concisely.
- **Digital Literacy:** Familiarity with social media platforms, content management systems, and basic graphic design tools is an asset.
- **Initiative:** Proactive and self-motivated, with a willingness to take on new challenges and contribute ideas to enhance communication strategies.
- **Team Player:** Ability to work collaboratively in a diverse team environment, fostering a positive and inclusive atmosphere.

Job Benefits

- **Professional Development:** Gain valuable hands-on experience in the field of communication within a reputable research institution, enhancing your skills and knowledge in the areas of content creation, social media

Hiring organization

Institute for Security Studies

Employment Type

Intern

Duration of employment

3 Months

Industry

Research Services

Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

March 29, 2024

Valid through

13.01.2028

management, and media relations.

- **Networking Opportunities:** Connect with professionals and experts in the field of security studies, expanding your professional network and creating opportunities for future collaborations.
- **Mentorship:** Receive guidance and mentorship from experienced communication professionals at ISS, providing valuable insights into the industry and helping you navigate your career path.
- **Exposure to Research and Policy:** Engage with cutting-edge research and policy discussions on security issues in Africa, deepening your understanding of critical challenges and potential solutions.
- **Collaborative Environment:** Work in a collaborative and inclusive team environment, contributing to meaningful projects that have a real impact on human security in Africa.
- **Training Opportunities:** Access training sessions and workshops to further develop your skills in communication, social media management, and other relevant areas.
- **Flexibility:** Enjoy a flexible work environment that allows you to balance your internship responsibilities with academic commitments.
- **Access to Events:** Attend ISS events, conferences, and workshops, providing opportunities to learn from experts, engage in discussions, and expand your knowledge base.
- **Professional Exposure:** Have the chance to have your work published and credited, gaining visibility in the field of security studies and communication.
- **Letter of Recommendation:** Upon successful completion of the internship, receive a letter of recommendation from ISS, acknowledging your contributions and accomplishments during your internship.

Contacts

1. **Prepare Your Application Documents:**
 - Resume: Highlight your educational background, relevant skills, and any previous experience in communication or related fields.
 - Cover Letter: Clearly articulate your motivation for applying, detailing how your skills and interests align with the internship at ISS.
 - Writing Sample: Include a sample of your written work, such as a blog post, article, or academic paper, showcasing your communication abilities.
2. **Compose an Email:**
 - Address the email to the specified contact person (if provided) or the general ISS recruitment email address.
 - Subject Line: Clearly state "Communication Intern Application – [Your Name]."
3. **Attach Documents:**
 - Attach your resume, cover letter, and writing sample to the email.
 - Ensure that your documents are in a common format (PDF is often preferred) and are clearly labeled with your name.
4. **Compose a Brief Introduction:**
 - In the body of the email, introduce yourself briefly and express your enthusiasm for the Communication Intern position at ISS.
 - Mention where you heard about the internship opportunity.
5. **Provide Contact Information:**
 - Include your phone number and other relevant contact information in the email.
6. **Send the Email:**
 - Double-check that all required documents are attached.
 - Send the email to the specified email address or the ISS recruitment

contact.

7. Confirmation:

- Upon successful submission, you should receive an acknowledgment email confirming the receipt of your application.