Position Information

| Title: Internship – Graphic Designer, RPM 2 Posts | Internship Notice: 2020/05/INT |
| Duration of assignment: 3 to 6 months | Posting Period: 10 February 2020 – 15 December 2020 |
| Duty Station: Montréal, Canada | Date for entry on duty: As soon as possible |

It should be noted that applications will be assessed regularly and candidates of interest will be contacted as vacancies become available throughout the year.

The Organizational Setting

The International Civil Aviation Organization (ICAO) sets international Standards and Recommended Practices (SARPs) for aviation safety, air navigation, security and environmental protection. To that effect, ICAO is a knowledge-based organization engaged in the development of intellectual property. The Revenue and Product Management (RPM) Section is part of the Bureau of Administration and Services (ADB) and is focused on revenue-generating activities of the Organization. The portfolio of revenue-generating activities includes publications, periodicals, databases, websites, training, printing and events. The revenues generated by these activities are required to promote the implementation of ICAO’s Strategic Objectives and to carry out related Programme Support. The Section is responsible for the overall strategic planning, stakeholders’ collaboration, coordination, promotion, and distribution of these sellable products in close coordination with the other Bureaux/Offices of the Organization.

The Product Management Unit (PTM) is responsible for identifying analysing and implementing revenue generating opportunities in ICAO. In addition, the unit conducts marketing and branding efforts to bring products to market and achieve revenue targets. Under the guidance of the Head, Product Management Unit, the intern will support the marketing team on outreach initiatives. In this context, s/he may work with different units in RPM in collaborative business initiatives.

Terms of Reference

The intern will work closely with the rest of the unit to:
- Support in the design of ICAO event branding through the development of: brand guidelines, flyers, booths, programme and others. Also, assist in creating marketing collaterals for the event application and newsletters;
- Assist in designing ICAO publication issues: conceptualize publication covers and contents layout;
- Assist in developing new layout designs for digital marketing materials, such as: newsletters, landing pages, web and social media marketing for ICAO;
- Coordinate with marketing team and/or Product Managers to develop other supporting materials;
- Contribute to organize the ongoing updates to the ICAO’s digital asset management, photo library (Razuna) and other digital marketing tools;
- Offer suggestions and feedback for continuous improvement of campaigns;
- Perform other related duties.

Qualifications

Education

Essential requirements:
- At the time of application, candidates must have completed or be enrolled in a graduate degree programme (second-level university degree, or higher). Exceptionally, for programme support activities and/or administrative/services functions (conference services, information technology, languages, human resources, finance, communications, etc.), enrolment in a university degree shall be the minimum eligibility requirement.
Desirable requirements:
- Experience using Adobe After Effects to produce motion graphics videos.
- Knowledge of HTML, flash or other interactive media.
- User experience and user interface (UI / UX) digital product design, and or digital marketing.

Languages

Essential requirements: Fluent reading, writing and speaking abilities in English.
Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

CONDITIONS OF INTERNSHIP

Interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by the intern.

The duration of the internship is between two to six months. The intern is expected to work five days a week, on a full-time basis.

Interns shall not be eligible to be engaged in any other form of employment within ICAO during the period of internship and shall not be eligible to apply for or be appointed to any post in the Secretariat or be contracted for any other remunerated employment with ICAO for the six months immediately following the end of their internship.

HOW TO APPLY

Interested candidates must complete an on-line application form, and attach a recommendation letter from the educational institution. To apply, please visit ICAO’s e-Recruitment website at: https://careers-new.icao.int.

NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.