



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title: Communications and Social Media Assistant
Duty Station: Washington, DC
Classification: General Service, Grade 5
Type of Appointment: Fixed Term, One Year with Possibility of Extension
Estimated Start Date: As soon as Possible
Reference Code: VN US10-2017-04

Please be advised that this is a local position and as such only US citizens and residents will be considered

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Context:

Under the supervision of the Chief of Mission in the US and in close collaboration with the Director of Media & Communications and MCD colleagues in Geneva, Manila, Washington, Bangkok and in the field, the successful candidate will contribute to the and implementation of creative communication strategies to promote IOM and assist in raising awareness of migration in the media and among the general public.

Core Functions/Responsibilities:

1. Serves as the focal point and technical support for IOM communications in the US and liaison closely with international and local media outlets.
2. Drafts and edits contemporary public information material for IOM's daily Migration Newsdesk publication and bi-weekly press briefing notes, website, video news releases and other publications, including brochures and flyers in various languages.
3. Supports the collection and publication of human interest stories related to migration for IOM's Together mobile app and podcast.
4. Provides advice to IOM Chiefs of Mission, media focal points and other staff in the region on media, public information, event management and visibility issues.
5. Manage IOM's social media presence on Twitter, Facebook, LinkedIn, and other social media platforms, supports the work of USA for IOM and mentor its staff on

media and communication strategies.

6. Facilitate increased engagement from IOM missions across various social media platforms. Cultivate interaction and ongoing discussion among communications focal points in IOM missions across the globe.
7. Manage the organization's dedicated Twitter account for consultations and thematic discussions. Maintain a live Twitter feed from IOM high-level events.
8. Provide editorial and technical assistance to HQ departments in all aspects of media and communications, including the development of promotional materials.
9. Maintain links with national and international media to promote the work of IOM by providing high quality, professional responses to routine media enquiries related to IOM activities.
10. Draft and edit communication materials in English for IOM press briefing notes, press releases, the website and social media. Assist in preparation of IOM's online newsletter, thematic websites and other online communications tools.
11. Liaise with IOM missions worldwide and with the media relations and communication departments of partner organizations, primarily the UN, to promote IOM visibility.
12. Perform such other duties as may be assigned.

Required Competencies:

Behavioral

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with Commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration

Solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs

Technical

- Drives and fosters understanding of Media and Communications concepts amongst key personnel in IOM
- Correctly and effectively applies knowledge of traditional and social media
- Interfaces across units and departments within IOM to extract relevant information
- Interfaces successfully with the media to maintain and enhance the image of IOM
- Communicates clearly and consistently the determined media message even in the face of ongoing questioning and challenges
Displays availability outside of regular hours to respond to challenges

Education and Experience:

- Advanced university degree, preferably in journalism or communications, or an equivalent combination of an undergraduate degree plus related work experience and on-the-job training.
- Relevant work experience in international communications and public information.
- Experience and knowledge of humanitarian and migration/displacement context and response.
- Demonstrated high competency as a photographer, writer, and editor in English.
- Knowledge of web, social media and video production.
- Familiarity with international organizations.

- Strong communication and interpersonal skills as well as strong strategic and creative thinking.
- Efficiency, flexibility, high level of professionalism and ability to work under pressure and adhere to strict deadlines.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages: Fluency in English, a working knowledge of French or Spanish is an advantage.

How to apply:

Please submit a letter of interest and up-to-date curriculum vitae by **January 4, 2018** at the latest to IOMDCVN@iom.int

Only shortlisted candidates will be contacted.

IOM Washington

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