



## CALL FOR APPLICATIONS

Open to External Candidates

<b>Position Title</b>	<b>: Communications and Media Consultant</b>
<b>CFA number</b>	<b>: CFA_2023_BI10_09</b>
<b>Duty Station</b>	<b>: Bujumbura, Burundi</b>
<b>Type of appointment</b>	<b>: Consultancy, 6 months</b>
<b>Organizational Unit</b>	<b>: Project Development and Support Unit</b>
<b>Direct Supervision</b>	<b>: Project Development and Support Coordinator</b>
<b>Estimated Start Date</b>	<b>: October 15, 2023</b>
<b>Closing Date</b>	<b>: 08/08/2023</b>

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. IOM works to help ensure the orderly and humane management of migration to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

Under the overall supervision of the Chief of Mission in Burundi, the direct supervision of the Project Development and Support Coordinator, and in close coordination with other relevant units, the selected candidate will be responsible for providing the following specific tasks related to Communications and Media services to the IOM Country Office (CO) Burundi.

### **Project context and scope:**

The IOM Burundi mission's reputation, profile, financial situation, and credibility have also been built based on a meticulous communication strategy, and communication instruments, put together formerly by a Media and Communications Officer within the Project Development and Support Unit (PDSU) and temporarily by a Media and Communications Consultant to provide this urgent support. Internal capacity gaps still persist in a time where communication needs for the next month's remain critical for IOM Burundi, and the PDSU is seeking to re-engage in a consultancy arrangement to ensure consistency in media and communications. The successful candidate will be responsible for developing, managing, coordinating and ensuring the implementation of communications, public information and media-related activities and strategies to promote an accurate narrative on migration in Burundi, within the media, among the UN and other IOM key partners as well as the general public.



### Core Functions/Responsibilities.

1. Develop and ensure the implementation of IOM Burundi's internal and external communications efforts, in line with the Organization's guidelines and donor requirements, to promote an accurate narrative on displacement, migration, and other issues central to IOM with the media, public, donors, the UN and other key partners.
2. Develop and manage project's visibility and communications plans in line with donor requirements, while liaising with donor communications focal points and providing them with regular advice, updates and information.
3. Identify and organize outreach activities and assist the Chief of Mission (CoM) in carrying out initiatives to promote IOM's image and to increase the awareness of IOM activities in the country. Advise the CoM and project managers on media and communication issues/campaigns.
4. Prepare relevant communications content produced by IOM Burundi in a proactive manner, including stories, blogs, video and social media content and provide timely editorial advice, working with the relevant communications teams at national, regional and global levels, reviewing the content of documents within the mission and translating them when necessary.
5. Prepare and/or contribute to the development of content for communications campaigns at a national, regional, and global level, including for relevant UN Days.
6. Strengthen and maintain IOM Burundi's online presence, including through its social media accounts and website, to increase the impact of digital outreach.
7. Establish and strengthen links with local, regional and international media to promote the work of IOM, in coordination with the RO in Nairobi and MCD/HQ.
8. Prepare key messages, statements, talking points and speeches as well as other relevant background documents for IOM use.
9. Support in graphic design for the development of internal and external products, including donor updates, infographics and situation reports, ensuring high quality outputs that follow IOM brand guidelines.
10. Engage with the UN Country Team Communication Group and other relevant actors and substantively participate in the development of media messages on key issues and collaboratively work on campaigns and issues of joint concern.
11. Develop training materials, ensure the delivery of training to team members, other units and field teams and provide advice and assistance to field teams in media and communications matters to increase communications capacity.



12. Support field duty travel to ensure photographs and video footage are obtained, as well as material for multi-media content showcasing the mobility situation and work being undertaken by IOM in the field.
13. Ensure that audio and visual media content being collected by IOM Burundi includes appropriate informed consent and is captured and stored according to the organization's digital library and data protection protocols and take prompt action to address issues.
14. Keep abreast of global migration-related developments and processes in the UN system, assess information on displacement, migration and humanitarian developments and emerging issues, and provide advice for the development of IOM related media position.
15. Perform such other duties as may be assigned.

#### **Performance indicators for the evaluation of results**

- a) Photographing events
- b) Conducting interviews & developing human interest stories
- c) Coordinating review and release of local, regional and international press releases
- d) Coordinating review of speeches and other public information and visibility materials before events
- e) Developing/maintaining the mission newsletter and other communication and visibility tools, such as the social media plan, the website and departmental infosheets
- f) Creating visibility tools to support field activities (banner, roll up, t-shirts, USB keys, pens, folders...)
- g) Sharing information through a variety of platforms (social media, radio, television, IOM's Online Communication Unit – OCU, Reliefweb and other traditional media outlets)
- h) Liaising with project managers and staff to maximize visibility of important activities and building their capacity on ensuring project visibility.
- i) Liaising with the PDSU coordinator and senior management to contribute to the CO's strategic positioning in the area of communication.
- j) Developing specific communication plans when requested and ensuring donor visibility guidelines are respected.
- k) Providing guidance to project managers for liaison with implementing partners to ensure that IOM and donor visibility requirements are respected.
- l) Liaising with UN actors to ensure showcasing of IOM's achievements, also supporting the organization of international days and special events (International Migrants Day, Diaspora Week, International Women's Day, International DRR Day...)
- m) Liaising with IOM RO Nairobi to provide weekly updates during regional meetings and upon request.
- n) Supporting preparation and execution of project launch events (including media liaison)

#### **Required qualification and experience.**



### **Education**

Master's degree in political or social Science, International Relations, Global Communications, International Development, Journalism, Social Sciences, or a related field.

### **Experience**

The Consultant must have the following skills and qualifications.

- Familiarity with a multitude of international development and humanitarian areas of intervention.
- Work experience in technical writing, editing, outreach and communication in English and French.
- Knowledge of graphic design, web, social media and video production.
- Familiarity with international organizations.
- Familiarity with migration-related issues, and demonstrable knowledge of Burundi's context advantageous.

### **Language**

Fluency in English and French.

## **Submission procedures**

### **Notes**

Position open to international candidates, female candidates are encouraged to apply.

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearance.

**THE CONSULTANT CANNOT BE ENGAGED IN ANOTHER LINE OF WORK.**

### **How to apply**

Interested candidates are invited to submit their applications to [jobsburundi@iom.int](mailto:jobsburundi@iom.int) latest 08/08/2023.

The application package should include:

- A cover letter not more than one page specifying the motivation for application, addressed to the Chief of Mission, International Organization for Migration and with a subject line **CFA\_2023\_BI10\_09** Communications and Media Consultant.
- A detailed curriculum vitae (CV) with three professional referees and their contacts (both email and telephone)
- A sample of recent work done in the field of media and communication which supports the applicants' suitability for the responsibilities indicated.



- All applications should include a functional e-mail address, mobile phone number, copies of diplomas and any other certificate, copy of national ID or passport.

Please note only shortlisted candidates will be contacted.

**Posting period: From 25 July 2023 to 08 August 2023.**