



IOM International Organization for Migration

## **CALL FOR APPLICATION**

### **Open to Internal and External Candidates**

Position Title : **Media and Communications Officer**  
Vacancy No. : **IOMRONBO/CFA/005/2022**  
Duty Station : **Regional Office, Nairobi, Kenya**  
Classification : **National Officer, Grade UG**  
Type of Appointment : **Special Short-Term Ungraded Contract (6 months, with possibility of extension)**  
Estimated Start Date : **As soon as possible**  
Closing Date : **21 June 2022**

### ***Organizational Context and Scope***

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Under the overall supervision of the Regional Director for East and Horn Africa, and the direct supervision of the Regional Public Information Officer, the incumbent will join the Media and Communications Unit, working to heighten the visibility of the work being done throughout IOM offices in the East and Horn of Africa region

### ***Core Functions / Responsibilities:***

1. Organise and manage the administration of the Media and Communication Unit under the supervision of the Regional Public Information Officer, by developing and implementing processes to manage incoming requests for support.
2. With the support of the Regional Public Information Officer, assist in the conceptualization, planning, writing, editing and review, management and distribution of all communication content, including audio-visual content and text, emanating from the Regional Office and 10 country offices in the region, to help content reach a wider audience on IOM global channels and the media.
3. Conceptualize, produce and/or commission website and social media content to highlight IOM's work in the region, including text and audio-visual material for the IOM official websites, social media, print text, visibility materials, or other as requested, under the guidance of the Regional Public Information Officer.
4. Gather, prepare, edit and distribute IOM public information materials, including information updates, situation reports and other print materials, on IOM activities throughout the region, both in writing and verbally in English and French as needed.
5. Assist to develop and produce key messages, talking points, and 'Media Lines to Take' on key strategic issues to facilitate high-level meetings organized by the IOM Regional Office, East & Horn of Africa.
6. Assist to manage and respond to press and media enquiries about IOM, by e-mail, or by organizing meetings and press briefings, to build relationships with the media and contribute to their understanding of the major migration issues in the East and Horn of Africa region.
7. Assist to improve the media and communications skills of country mission staff in the region by leading capacity-building initiatives, such as writing workshops and other trainings.
8. Initiate and manage outreach events designed to raise IOM's visibility in the East and Horn of Africa region, with the support and guidance of the Regional Public Information Officer.
9. Perform other related duties as assigned

### ***Required Qualifications and Experience***

#### **Education**

- Master's degree in Journalism, Communications, Political Science or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

#### **Experience**

- Experience working in digital communications and/or research.
- Experience in the usage of Adobe software (Photoshop, InDesign, Premiere Pro) and demonstrated proficiency in Microsoft Office 365 (Excel, Word and PowerPoint).
- Experience in operations management, including the development and implementation of processes between departments and offices.

**Skills**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization, and specifically those present in the East and Horn of Africa.
- Strong photography and storytelling skills.
- Knowledge of IOM Branding Guidelines and related materials.
- Knowledge of UN and bilateral donor programming.
- Proven ability to produce quality work accurately and consistently according to set deadlines.
- Practical experience on how to multi-task, prioritize and work independently.

**Languages**

Fluency in English and French (oral and written).

***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three values:

1. Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
2. Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
3. Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies – behavioural indicators level 3**

1. Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
2. Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
3. Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
4. Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
5. Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

***Other***

Any offer made to the candidate in relation to this Call for Application is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

***How to apply:***

Interested candidates should submit CV and a cover letter indicating the Call for Application Number (CFA No.), Position Title and the Duty Station with three professional referees and their contacts (both email and telephone) to: [ronairobihdrec@iom.int](mailto:ronairobihdrec@iom.int)

Closing Date: 21 June 2022

Only Shortlisted Applicants will be contacted.

**NOTE**

**NO FEE:**

**The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.**

Posting period:

From: **15.06.2022** to **21.06.2022**