



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Media & Communication Assistant (Social Media)**
Vacancy No. : **IOMRONBO/VN/006/2024**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General service, Grade G5**
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **26 February, 2024**

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.

Context:

Under the direct supervision of the Regional Public Information Officer, and overall supervision of the Regional Director for East and Horn of Africa, the incumbent will be responsible for supporting the production of high-

quality social media content that highlights, explains and promotes the work of IOM and its programmes, with the overall objective of raising awareness and understanding of migration in East & Horn of Africa. The incumbent, with the support of the Regional Public Information Officer will assist in identifying, producing and managing social media for IOM in the region.

Core Functions / Responsibilities:

In particular he/she will:

1. Assist to develop social media content including videos, text, graphics and other media formats that informs and engages audiences and supports the visibility and awareness of IOM's work.
2. Help develop ideas to increase IOM's social media following in the region.
3. Assist regional and country office with social media activities and ideas.
4. Maintain social media calendar and schedule for social media channels for the region.
5. Assist to moderate comments on social media posts.
6. Provide technical guidance to IOM colleagues on how to use social media effectively.
7. Advise and assist IOM Country Offices and Project Managers to set up social media accounts.
8. Collect basic metrics for IOM social media in the region to gauge reach, engagement.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree, preferably in multimedia production, film, photography, cinematography, or video production, audio production or a related field from an accredited academic institution with three years of relevant experience.
- Certified qualification in social media, multimedia production, film, photography, cinematography, or video.
- Relevant certificates in media equipment use and software use.

Experience

- At least 3 years experience working in social media multimedia production, including film making, television, photography, cinematography, audio-production for high-quality.
- Advanced knowledge of social media production
- Familiarity with 360 films and short-form video productions for social media use

- Proficiency in Adobe Premiere Pro, Photoshop, and other Creative Suite software
- Prior experience in the international organisations and familiarity with the work of the UN.

Skills

- Strong editorial judgement, including ethical and political awareness.
- Sophisticated understanding of multimedia content, including how it can best be produced, packaged, published and shared on websites, on social media and with news organizations.
- Managing social media scheduling tools.
- Ability to edit video in formats suitable for social media.
- Proficiency with Microsoft Office 365, Windows, Office, and Outlook, and desktop software applications.
- Excellent organization and analytical skills, attention to details, and ability to work with minimum supervision.
- Efficiency, flexibility, high level of professionalism and ability to work under pressure and adhere to strict deadlines.

Languages

Fluency in both written and spoken English and Kiswahili is required.

Desirable

Working knowledge of East, Horn & Southern African languages

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:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- 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 1*

- Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.
- Accountability: Takes ownership for achieving the Organization’s priorities and assumes responsibility for own actions and delegated work.

- **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 vacancy notice 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:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihrdrec@iom.int

Closing Date: 26 February 2024

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: **13.02.2024** to **26.02.2024**