



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **National Media & Communication Officer**
Vacancy No. : **IOMRONBO/VN/003/2024**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General service, Grade NO-A**
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **20 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 with overall supervision of the Regional Director for East and Horn of Africa, the incumbent will be responsible for contributing to the implementation of

communications strategies and plans that highlights, explains and promotes the work of IOM and its programmes, with the overall objective of raising awareness and stakeholder engagement on migration in the East, Horn of Africa & Southern Africa Region. The incumbent, with the support of the Regional Public Information Officer will take the lead in identifying and producing compelling and impactful stories, narratives and undertaking various types of reporting about IOM's work and activities.

Core Functions / Responsibilities:

In particular he/she will:

1. Contribute to the production and implementation of regional, country, project and programme communication and visibility plans and strategies, aligned to IOM's global communication strategy.
2. Produce, write, edit, and publish IOM content including press releases, human interest stories, situation reports, reports, newsletters, factsheets, talking points, 'If Asked' and crisis communication written materials, and other materials, for IOM and external platforms.
3. Participate in the development and implementation of media engagement strategies and activities including producing and maintaining an up to date media contacts list, conceiving of and organizing media engagement events including field trips and trainings, and supplying content for both national, regional, and global journalists, and media, across digital, television, radio, and social media platforms.
4. Develop, implement and manage an internal calendar of events for communications and visibility for the regional office and country offices programmes and activities, and IOM global activities pertaining to the region.
5. Participate in the development and implementation of a communication strategy and planned activities for engaging UN communication colleagues and other key IOM partners at regional and country level for IOM including RECs, private sector partners, multilateral institutions, and other key influencers, to raise awareness, understanding and support for IOM.
6. Support regional office Units with communication and visibility initiatives and plans.
7. Manage regional office internal communication, including management and updating of the Media & Communication Sharepoint, or other internal communication platforms.
8. Travel for the regional office on media, communication and visibility related assignments and initiatives, including to all country offices and headquarters if needed.
9. Contribute to RO Nairobi Knowledge Management
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

Masters degree, preferably in Media, Communications/Journalism, Political or Social Science, Law, International Relations or Business Administration or,

University degree in the above fields with two years of relevant professional experience.

Experience

- Relevant work experience - particularly writing and editing -in international journalism and public information, preferably in East and Horn of Africa region.
- Demonstrated high competency as a writer, editor in English.
- 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.

Skills

- Planning and organisational skills
- Logging and archiving content
- Managing equipment

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 2*

- 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.

Managerial Competencies - behavioural indicators – Level 2

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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 ronairobihdrec@iom.int

Closing Date: 20 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: **07.02.2024** to **20.02.2024**