



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Communication Assistant (Multimedia)**
Vacancy No. : **IOMRONBO/VN/004/2024**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General service, Grade G7**
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 overall supervision of the Regional Director for East and Horn of Africa and the direct supervision of the Regional Public Information Officer, the incumbent will be responsible for producing high quality multimedia

content that highlights, explains and promotes the work of IOM and its programmes, with the overall objective of raising the visibility of IOM programmes and migration in East & Horn of Africa. The incumbent, will take the lead in identifying and producing compelling and impactful audio-visual stories, narratives and reports about IOM's work and activities, using video, photography and audio, and other technologies.

Core Functions / Responsibilities:

In particular he/she will:

1. Produce audio visual content that supports IOM's regional, country, project and programme communication and visibility strategies and plans
2. Produce edit, and publish IOM audio-visual content to support the reach and impact of IOM press releases, human interest stories, situation reports, reports, newsletters, factsheets, talking points, 'If Asked' documents and crisis communication material, for IOM and external platforms. With clear and targeted audiences and messaging.
3. Independently produce storyboards, scripts and a variety of audio-visual multimedia products to engage target audiences. Products could include social media edits, b-roll packages and explainer videos.
4. Produce various content formats including news-style videos explainers other products for use the regional office, country offices, HQ, and other users, and potentially external organizations in line with IOM's policies and guidance
5. Develop and produce audio-visual content that supports IOM's media engagement strategies and plans, including undertaking content gathering field trips and supplying content for use for national, regional, and global media, across digital, television, audio, radio, and social media platforms.
6. With the support of the regional Media & Communication Unit, conceive of and implement audio-visual campaign concepts around international days and events to strengthen IOM's brand recognition.
7. Develop, implement and manage an internal audio-visual library for all IOM regional and country and project and programme activities.
8. Develop and implement an audio-visual strategy and distribution plan for reaching key UN communication staff and other key IOM partners at regional and country level, including regional economic communities, private sector partners, multilateral institutions, and other key influencers, to mobilise, raise awareness, and promote understanding and support for IOM using multimedia content.
9. Support regional office staff and units with audio-visual related communication and visibility initiatives and plans.
10. Travel for the regional office on media, communication and visibility related audio-visual assignments and initiatives, including to all country offices and headquarters if needed.
11. Contribute to RO Nairobi Knowledge Management.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

University degree in multimedia production, film, photography, cinematography, or video production, audio production or related field with 5 years' experience

Certified qualification in multimedia production, film, photography, cinematography, or video

Relevant certificates in media equipment and software use.

Experience

- At least 5 years experience working in multimedia production, including film making, television, photography, cinematography, audio-production for high-quality
- Advanced knowledge of shooting video and still photography on DSLR cameras and audio recording experience
- Familiarity with 360 films and short-form video productions for social media use
- Proficiency in Adobe Premiere Pro, Photoshop, and other Creative Suite software is required.
- Prior experience in the international organisations and familiarity with the work of the UN.

Skills

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

Languages

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English and Kiswahili is required (oral and written).

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 ronairobihrdrec@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**