Open to Internal and External Candidates

Position Title: Senior Public Information Assistant
Organizational Unit: Public Information
Duty Station: Erbil - Iraq
Classification: General Service Staff, Grade G7
Type of Appointment: Special Short Term contract (SST)
Duration of Appointment: Six (6) months with possibility of extension
Closing Date: 10th December, 2020
Reference Code: SVN2020/IRQ/338

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the 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.

Context:

Under general guidance of the Chief of Mission (CoM), overall supervision of Programme Support Unit Coordinator, the direct supervision of Media & Communications Officer, the incumbent will be responsible for the following duties:

Core Functions / Responsibilities:

1. Produce content for press briefing notes, news stories and photo stories showing IOM’s response work in affected areas; gather quotes, program achievements. Identify significant stories and individuals for inclusion; ensure that consent of participants is received to appear in external materials.
2. Produce content in the form of human-interest stories from the field, high quality photographs and video clips for an international audience; demonstrate cultural awareness, social sensitivity and respect for privacy when interviewing and working with affected populations.
3. Organize timely and efficient publication and distribution of media content on IOM Iraq platforms; post material the IOM Iraq website and via IOM Iraq social media channels, websites, social media etc.
4. Respond to Field Arabic and Kurdish media enquiries in coordinating with the supervisor.
5. Brief the Head of the Public Information Unit and colleagues regarding media requests and interview opportunities. Prepare briefing materials for Chief of Mission for donor events and meetings
6. Assist in verifying appropriate gender awareness in all IOM communications in relation to the crisis.
7. Coordinate IOM’s media outreach with the UN Humanitarian Communications team and other international organizations and news agencies.
8. Work closely with IOM Iraq public information staff in Iraq, regional colleagues in Cairo, and Media & Communications colleagues in Geneva and Manila, to optimize outreach.
9. Regularly track and follow-up on local media coverage (TV, radio, print, and web) related to migration and IOM’s areas of involvement, and news coverage of IOM activities and distribute updates to IOM staff.
10. Graphically design PI materials according to IOM brand guidelines and with innovative approaches to enhance visibility and impact.
11. Collaborate with IOM Iraq program managers and managers to identify activities for public information coverage, per needs and communication strategy of mission.
12. Contribute to IOM Iraq Communication strategy, identifying key messages and effective communications techniques for Iraq context.
13. Analyze effectiveness of IOM Iraq public information outputs; advise on means to improve reach of products to target audiences.
14. Take a lead role in organizing IOM Iraq external events in Baghdad, including the Global Migration Film Festival – organize and prepare venue, invitations, speakers and visibility materials.
15. Ensure proper donor and IOM visibility at field activities. Act as point person in central Iraq for distribution of IOM and donor visibility materials. Develop, manage printing and distribution of visibility materials when needed.
16. Perform any other duties as may be assigned by the Public Information Unit.

Qualifications.

Education
- University Degree in Journalism, Communications, Political or Social Sciences with at least 5 years of relevant experience or a related field from an accredited academic institution.
- Completed high school degree in the above fields or related field from an accredited academic institution with 7 years of relevant professional experience; or

Experience
- Advanced University degree in Journalism, Communications, Political or Social Sciences or related field, or University degree with two years of relevant professional experience
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy.
- Personal commitment, efficiency, flexibility, drives for results.
- Excellent communication and negotiation skills.
- Ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages
- English, Kurdish and Arabic are required.
**Required Competencies**

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

**Values**
- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.
- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team’s work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

**Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Produces high-quality results and workable solutions that meet clients’ needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others’ work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization’s mission and objectives and demonstrates a good understanding of the impact of team’s and own work on external and internal counterparts.

**Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

**Accountability:** takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
• Stands by the actions of team or department, publicly accepting ownership.
• Takes responsibility of own shortcomings and those of the work unit, where applicable.

**Communication**: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others’ views and ideas and respects their contribution.

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**IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse**

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

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**Others**

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

**How to apply:**

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via a link: [https://iraq.iom.int/jobs/senior-public-information-assistant-0](https://iraq.iom.int/jobs/senior-public-information-assistant-0)

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

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**Posting period:**

From 26.11.2020 to 10.12.2020