



IOM International Organization for Migration

Vacancy Notice 2023-35 (extension) Open to Internal and External Candidates

Position Title	: Senior Communications Assistant
Duty Station	: Chisinau, Moldova
Classification	: General Staff Category, Grade G-6, UN Salary Scale
Type of Appointment	: Fixed term one year, with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: September 24, 2023

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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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 the overall supervision of the Chief of Mission, and under the direct supervision of the Communications and Public Information Officer, the incumbent will be based in Chisinau and will provide support in producing high-quality communication and media products to ensure the visibility of the programmes implemented by the International Organization for Migration (IOM) in Moldova, will be responsible and accountable for ensuring administrative and technical support for the implementation of programmatic activities on media production and outreach activities, and for assisting in liaising with media outlets, and relevant stakeholders.

Core Functions / Responsibilities:

1. Independently support the implementation of communication and visibility initiatives, in line with IOM institutional media and communications guidelines and donor requirements.
2. Monitor the work of implementing partners to ensure compliance with IOM brand guidelines; improve procedures if needed to ensure effective coordination and collection of media materials.
3. Produce textual and visual materials for social media and the website.
4. Draft visibility components for projects developed in the country, draft visibility plans and reports, and attend project kick-off meetings for programme colleagues and implementing partners on behalf of the unit.

5. Represent the Communications Officers, in their absence, at relevant regular programme meetings as required.
6. Liaise with programme managers to ensure smooth cooperation between the Media and Communications Unit and respective programme teams.
7. Monitor the traditional and social media landscape to track IOM in the news and public discourse on migration issues in the country.
8. Oversee the implementation of tasks in the unit planner, ensuring timely delivery and smooth coordination with programme teams.
9. Provide high-quality Romanian-English translation.
10. Cover programme events and activities as assigned.
11. Draft human-interest stories, video scripts and social media captions as required.
12. Provide administrative and technical support for the implementation of programmatic activities on media production and outreach activities.
13. Assist in liaising with media outlets, and relevant stakeholders.
14. Work with the Communications and Public Information Unit in Moldova to update the IOM Moldova digital content library, portal, and website.
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education:

- University degree in Media, Journalism, Communications or a related field from an accredited academic institution, with four years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with six years of relevant professional experience.

Experience:

- Previous work experience in the field of media/communications at national level.
- Experience in standard web content management system, usage of social media, radio and professional photo shooting.
- Experience in working in an international environment is an advantage.

Skills:

- Strong communication skills, involving experience in media and communication, as well as the ability to represent to the media, public and counterparts.
- Knowledge of multimedia techniques for production and post-production.
- Knowledge of Moldovan media landscape.
- Knowledge of IOM branding regulations.
- Excellent writing and communication skills.
- Organizational skills including experience in the management of media initiatives.
- Excellent knowledge of MS Office Application (Word, Excel, Outlook, Power Point) and a good knowledge of CMS systems, social media and Adobe Creative.
- Ability to draft clear and concise reports.

Languages:

Fluency in English and Romanian (oral and written). Working knowledge of Russian is an advantage.

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: maintain 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 action 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.

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

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

Only candidates residing in the country 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, and work permit, as applicable.

How to apply:

Interested applicants are invited to send the Personal History form

https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls and cover letter in English to: harchisinau@iom.int

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **24 September 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 01.09.2023 to 24.09.2023