



IOM International Organization for Migration

## **Vacancy Notice 2024-10**

### **Open to Internal and External Candidates**

Position Title : **Communications Assistant**  
Duty Station : **Chisinau, Moldova**  
Classification : **General Staff, Category Grade, G4, UN Salary Scale**  
Type of Appointment : **Fixed-Term One Year with possibility of extension**  
Estimated Start Date : **ASAP**  
Closing Date : **April 02, 2024**

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. Support the implementation of communication and visibility initiatives, in line with IOM institutional media and communications guidelines and donor requirements.
2. Produce textual and visual materials for social media and the website.
3. Assist the Communication Unit during field visits and media coverage of events and activities.

4. Liaise with programme managers to ensure smooth cooperation between the Media and Communications Unit and respective programme teams.
5. Monitor the traditional and social media landscape to track IOM in the news and public discourse on migration issues in the country.
6. Provide high-quality Romanian-English translations.
7. Provide administrative and technical support for the implementation of programmatic activities on media production and outreach activities.
8. Assist in liaising with media outlets, and relevant stakeholders.
9. Work with the Communications and Public Information Unit in Moldova to update the IOM Moldova digital content: library, and website.
10. 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 at least 2 years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with 4 years of relevant professional experience;

#### **Experience:**

- Knowledge of relevant Moldovan institutions in the field of media and communications and migration an asset
- Previous work experience in the field of media/communications at national level
- Experience in standard web content management system and usage of social media
- Experience in professional photo shooting
- Experience in production and postproduction of audiovisuals is a strong advantage
- Experience in working in an international environment is an advantage

#### **Skills:**

- Strong communication skills
- Knowledge of multimedia techniques for production and post-production
- Knowledge of Moldovan media landscape
- Excellent writing and communication skills
- Organizational skills including experience in the management of media initiatives
- Knowledge of MS Office Application (Word, Excel, Outlook, Power Point), social media and Adobe Creative
- Ability to draft clear and concise reports
- Knowledge of IOM branding regulations is an advantage

#### **Languages:**

For this position, fluency in English and Romanian is required (oral and written). Working knowledge of Russian is an advantage.

## ***Required Competencies***

The successful candidate 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 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 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 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 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.

## ***How to apply:***

Interested applicants are invited to send the [IOM Personal History Form](#) and cover letter in English to: [harchisinau@iom.int](mailto: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 **02 April 2024**.

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

**Only shortlisted candidates will be contacted.**

***Posting period:***

From **19.03.2024** to **02.04.2024**