



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior Communication Assistant**
Organizational Unit: **Peace and Stabilization Division**
Duty Station: **Erbil- Iraq**
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**
Grade: **Equivalent to G6**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **1 May 2024**
Reference Code: **CFA2024/IRQ/111**

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, the internal candidates are considered as first-tier candidates.

Context/Reporting line:

Under the overall supervision of the Senior Programme Coordinator (Peace Bldg&Stabl), and the direct supervision of the Strategic Communication Officer with the coordination of PI division, the successful candidate will perform the following duties.

Core Functions / Responsibilities

1. Contribute to the implementation of communication and visibility strategies and workplans for PSD, including following up with relevant PSD colleagues on planned deliverables and working closely with the Public Information (PI) Unit.
2. Collect, write, and edit content in the form of human-interest stories, photographs, and video clips for international and local audiences, in English and Arabic.
3. Contribute to the development of donor reports, visibility materials and social media content, showcasing IOM's work in line with donor visibility requirements and IOM guidelines.
4. Ensure the proper archiving of multi-media materials and consent forms, including updating the workplan tracking mechanism.
5. Support the translation, copy edit and review of documents in English and Arabic (and Kurdish, if applicable) in close cooperation with the PI Unit, PSD Strategic Communications Officer and relevant programme staff.
6. Initiate and coordinate any administrative procedures required for PSD communication activities, including arranging travel, in close coordination with the PSD Strategic Communications Officer.
7. Support the coordination of PSD communication materials with local partners as needed.
8. Support the Community, Tribal Engagement and Durable Solutions Programme Coordinator with programme activity needs as necessary, including, but not limited to: reports, translation and administration.
9. Undertake travel in Iraq as requested.
10. Demonstrate cultural awareness, social sensitivity and respect for privacy when interviewing and working with affected populations.
11. Perform any other duties as may be assigned by the PSD Strategic Communications Officer.

Required Qualifications

Education:

- Bachelor's degree in journalism, communications, political science, international relations or any relevant field from an accredited academic university or institute.

Experience and Skills:

- At least 4 years of relevant experience in communications.
- Relevant experience working with the UN or other international NGOs.
- Demonstrative skills in content creation, storytelling, and social media such as Twitter, Facebook, Instagram, and YouTube (with work samples).
- Demonstrative writing skills in English.
- Strong translation skills from English to Arabic and Arabic to English (Kurdish translation skills is an advantage).
- Experience in photography and videography.
- Creativity and strong video editing skills.
- Experience in Adobe Creative Suite (After Effects, Adobe Premiere Pro, Adobe Illustration, InDesign, Photoshop).

Languages:

- Fluency in English, Kurdish and Arabic is required.

Competencies

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

VALUES - All SOC staff members must abide by and demonstrate these five 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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Choose a level.

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.

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).

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 this link:

<https://jobs.my-soc.org/apply/20240417105627/KuWChBsZRA5XNHVzoE3FIqadL>

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

Posting period:

From: 17 April 2024 to:- 1 May 2024