

**Open to Internal and External Candidates**

Position Title	: National Communications Officer
Organizational Unit	: Returns and Recovery Unit (RRU)
Duty Station	: Erbil - Iraq
Classification	: National Officer Category, " NOB
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 18 <sup>th</sup> January 2022
Reference Code	: SVN2022/IRQ/004

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:**

Following the end of hostilities against ISIL, the work of the Return and Recovery Unit (RRU) within IOM Iraq is to improve the conditions for sustainable recovery across 15 governorates through rehabilitation of community infrastructure, livelihood assistance, community engagement, and other support aiming to facilitate sustainable solutions to the internal displacement crisis in Iraq.

Under general guidance of the Chief of Mission (COM), under overall supervision of Head of Returns and Recovery Units (RRU), under direct supervision of Programme Coordinator RRU, and in close coordination with Media & Communications Officer, the successful candidate will be responsible for supporting overall Public Information (PI) activities related to return and recovery and perform the following functions:

**Core Functions / Responsibilities:**

1. Draft, compile, design, format and disseminate information communications products for target audiences including press releases, media packets and reports, brochures, briefings, video clips, newsletters, templates, booklets websites and social media posts to share externally with beneficiaries and the general public, as well as, key government stakeholders, partners and IOM mailing lists;
2. In coordination with the Programme Manager (PM) develop Standard Operating Procedures (SoPs) for RRU's PI to guide its operations/activities. In addition to developing creative, measurable and reliable means of sharing and disseminating PI material through the IOM website, social media, official meetings, and direct distribution;
3. In coordination with the PM plan, organize, and facilitate events from conception to completion, including drafting budget and workplans, liaising with government to obtain support and

- clearance, developing ToRs for involved event-partners, managing on site logistics, directing technical services and evaluating event's success;
4. Provide information and technical advice to RRU on communication issues in coordination with the mission's Public Information Unit (PIU) and Programme Support Unit (PSU);
  5. Monitor and participate in the development and maintenance of IOM Iraq's DTM website, Iraq Recovery website, and EDF website in coordination with the Information Management Unit (IMU) and the Public Information Unit (PIU);
  6. Attend field missions to provide PI coverage of field activities and collect human interest stories, photos and video clips;
  7. Track and analyze media coverage of IOM and assigned topics/issues; gather information from diverse sources and help to assess news value and other potential impact, participate in evaluation of the effectiveness of information campaigns;
  8. Guide, train and monitor team's progress and assist in the recruitment of additional staff when necessary;
  9. Conduct trainings for media focal points to enhance their skills in content creation (photography, videography, and story-writing) and raise awareness about IOM standards in public information and communication and ensure that they are trained in donor specific requirements when applicable, and best practices;
  10. Verify appropriate disability inclusion and gender awareness in all IOM communications;
  11. Perform such other duties as many be assigned.

### **Qualifications.**

#### **Education**

- University Degree in Journalism, Communication, Political or Social Sciences, International Relations, Public Administration, or a related field in an accredited academic institution with 4 years of relevant professional experience.
- Master's Degree in above fields or from accredited academic institution with 2 years of relevant professional experience.

#### **Experience**

- Experience in external relations, communications, publishing or administration.
- Experience in publishing to the web, newsletters, and other media.
- Experience in liaising with the media and other national/international organizations.
- Good knowledge of the UN, IOM and other INGO mandates and programmes in the humanitarian responses, IDPs, post conflict construction and development.
- Experience in training staff on capacity-building, including photography training and story writing
- Experience in guiding and supervising staff and coordinating administrative matters.
- Excellent inter-personal and supervisory skills.
- Effectively coordinates actions with other implementing partners.

- Experience and ability in working effectively in an international environment and liaise with a variety of partners and stakeholders including local authorities, beneficiaries, and the broader community to advance country office or regional objectives.
- Good communication and professional presentation skills
- Experience in managing several types of community-based projects;
- Experience in interventions aimed at supporting area-based community recovery;
- Previous working experience with the UN is advantageous;
- Willing to conduct constant travel within the Area of Responsibility.

## SKILLS

- Ability to work independently and proactively
- Strong critical thinking and problem-solving skills
- Ability to conduct media monitoring and to plan high-level and visibility events
- Demonstrates familiarity with database management, including Microsoft Excel and Access
- Demonstrates high level of computer literacy with MacOS or PC, including previous use of Adobe Photoshop, InDesign, and Illustrator.
- Demonstrates familiarity with digital photography and video.
- Demonstrates familiarity with social media such as Twitter, Facebook, LinkedIn and YouTube.
- Demonstrates high competency as a writer, editor in English

## Languages

- English, Kurdish and Arabic are required.
- Any other language 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: 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.

**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).*

#### **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:

<http://iraqkobo.iom.int:8081/x/#viGaGnQg>

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

***Posting period:***

From 04.01.2022 to 18.01.2022