

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from internal and external candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process. For the purpose of this vacancy, [internal and internal-equivalent candidates](#) are considered as first-tier candidates.

Organizational Context and Scope

Under the overall supervision of the Regional Director and direct supervision of the Senior Regional Media and Communications Officer; and in close collaboration with the Global Communications Team, the Senior Media and Communications Associate will be responsible and accountable for the following:

Responsibilities

1. Support the implementation of the Regional Office Media and Communication Strategy and activities.
2. Contribute to the implementation of an Outreach and Communications Strategy to raise awareness of IOM's work and promote an accurate narrative on migration among media, UN, government and other key partners in the Region.
3. Gather, draft and disseminate public information on IOM activities in the Region both in writing and verbally.
4. Prepare public information materials for IOM press briefing notes, regular newsletters, website and social media in clear and concise language, and facilitate appropriate gender awareness in all IOM communications.
5. Coordinate closely with Regional Office and Country Offices' staff on media, public information, event management and visibility issues.
6. Provide logistical and technical support for the promotion of IOM global campaigns and UN-led campaigns, including coordination with United Nations and other interlocutors.
7. Draft and exhibit content to showcase IOM activities at external events.
8. Collaborate closely with Country Offices' staff to produce content in the form of human-interest stories, photographs and video clips for an international audience.
9. Support the development and dissemination of appropriate awareness raising, communicating with communities and media resources for crisis-affected communities in specific contexts, particularly relating to climate change.
10. Contribute to the timely and efficient publication and distribution of media content on the regional website and via other IOM media channels, websites, social media, etc.
11. Provide various content on IOM activities and events for IOM's social media presence on X (Twitter), Facebook, LinkedIn, and other online networks.
12. Contribute to the development of new communications initiatives such as podcasts, infographics, etc.
13. Contribute to the development and strengthening of links with international and local media that promote IOM's work and reputation. Liaise with media counterparts in governmental and non-governmental partner agencies. Participate in interagency media and communication working groups to encourage information flow and community engagement activities across agencies as delegated by the Senior Regional Media and Communications Officer.
14. Provide staff training sessions on communications best practices both virtually and in person.
15. Monitor media and highlight trending humanitarian-related topics to relevant regional contexts to regional, country, or HQ colleagues as delegated by the Senior Regional Media and Communications Officer.
16. Perform other duties as required.

Qualifications

Required Qualifications and Experience

Education

- High School Degree/Certificate with seven years of relevant professional experience; or,
- University degree in Media and Communications, Public Information, Journalism, or a related field from an accredited academic institution with five years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Experience in a public information or similar role at a UN or similar agency; and,
- Experience in working for a news media organization.

Skills

- Strong interpersonal and communication skills;
- Demonstrated high competency as a writer, editor in English;
- Knowledge of graphic design, web, social media and video production;
- Familiarity with international organizations;
- Familiarity with migration-related issues in the region advantageous;
- Ability to use own initiative and work under pressure with minimum supervision;
- Attention to detail and ability to organize; and,
- Self-motivated and objective driven.

Languages

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).

For this position, fluency in English is required (oral and written).

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

Values - all IOM 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 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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators Level 2, if with direct reports

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.