

Call for Applications

Position Title : **Communication Officer**

Duty Station : **Kigali, Rwanda**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, 6 months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **08 September 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

Context:

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states, it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, governments, and civil society to assist in meeting the operational challenges of migration and mobility, advance understanding of migration issues, encourage social and economic development through migration, and uphold the human dignity and well-being of migrants and mobile populations.

IOM Mission in Rwanda supports the Government of Rwanda in sound migration management. This encompasses labour migration and human development – including diaspora mobilization and engagement, counter trafficking, return and reintegration, refugee resettlement to third countries, border management and Disaster Risk Reduction. IOM Rwanda's work is informed by the principles and priorities set in the 2030 Agenda for Sustainable Development, the Global Compact for Safe, Orderly and Regular Migration (GCM), the IOM Regional Strategy 2020 – 2024 for EHoA and the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2018 – 2024.

Under the overall supervision of the Chief of Mission, the direct supervision of the Programme Support Coordinator, and in close coordination with the IOM Regional Office Media and Communication Unit, the Communication Officer will be responsible for public information activities, working to heighten the visibility of IOM Rwanda's work and interventions.

Core Functions / Responsibilities:

- Conceptualize and produce website and social media content to highlight IOM's work in Rwanda and help content reach a wider audience on IOM global channels and the media, including text and audio-visual material for the IOM official websites, social media, print text, visibility materials, or other as requested.
- Gather, prepare, edit, and distribute IOM Rwanda's public information materials, including information updates, newsletters, programmatic factsheets, and other digital and print materials.
- Draft human-interest stories and press briefing notes highlighting IOM Rwanda's achievements and impact.
- Support with proofreading and editing reports and publications as instructed.
- Support production of audio-visual content including photos and videos, using IOM's digital communication tools and templates.
- Support the layout and graphic design of communication materials, including reports, newsletters, posters for social media and other campaigns, in full compliance with IOM Brand Style Guide.
- Provide technical, logistical, and administrative support for the implementation of communication campaigns and awareness raising interventions.
- Assist in managing and responding to press and media enquiries about IOM as well as in developing and producing key messages, talking points, and 'Media Lines to Take' on key strategic issues, in close coordination with the Programme Support Coordinator, the Chief of Mission and the Regional Office in Nairobi.
- Assist in improving the media and communications skills of IOM staff in Rwanda by leading capacity-building initiatives, such as writing workshops and other trainings.
- Initiate and manage outreach events to raise IOM's visibility in Rwanda.
- Participate and engage actively in the IOM Regional Office Media and Communication Unit's and ONE UN Communication Group in Rwanda's meetings, as well as relevant conferences and workshops.
- Undertake duty travel as required.
- Perform other related duties as assigned.

Required Qualifications and Experience:

Education

- Master's degree in Journalism, Communications, Media Studies, Political Science, or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

Experience

- Experience working in digital communications.
- Experience writing human-interest stories, press reports, lines-to-take, and other public information material.
- Experience working with graphic design tools such as Adobe Photoshop, InDesign.

- Experience in operations management, including the development and implementation of processes between departments and offices.
- Previous working experience with UN organizations, Non-Governmental Organisation (NGOs), international organizations as a distinct advantage.

Skills

- Knowledge and understanding of the broad range of migration related subject areas dealt with by the Organization.
- Strong photography and storytelling skills.
- Proven ability to produce quality work accurately and consistently according to set deadlines.
- Demonstrated ability to maintain accuracy and confidentiality in performing assigned tasks.
- Knowledge of IOM Brand Style Guidelines and related materials as an advantage.

Languages

IOM's official languages are English, French and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese).

For all applicants, fluency in English is required (oral and written). Working knowledge in Kinyarwanda and French language is an advantage.

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

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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

- **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.

Managerial Competencies – behavioural indicators

- **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 potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 08 September 2022 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 26.08.2022 to 08.09.2022

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.