

Position Title : **Media and Communications Officer**  
Duty Station : **Port-au-Prince, Haiti**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Special short-term graded, nine months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **07 June 2023**

*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.*

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. 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, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:  
*Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Uzbekistan; Vanuatu*

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

### **Context:**

Under the overall supervision of the Chief of Mission (CoM), under the direct supervision of the Programme Support Officer and in close coordination with the Media and Communications Division (MCD) in the Regional Office (RO) in San Jose, the Media and Communication Officer will assist with the implementation of internal and external communication and media related activities for IOM Haiti. The successful candidate will also maintain regular contact with international, governmental, and non-governmental partners and provide communication related information and inputs to support national and regional policy dialogue and policy development of the mission with a particular emphasis on two main themes: the Global Compact for Safe, Orderly and Regular Migration (GCM), and United Nation Development System (UNDS) Reform.

## ***Core Functions / Responsibilities:***

1. Based on the information gathered from Programme Managers (PMs), regularly draft press releases and other public information products, both in writing and audio-visual formats, for international and national audiences, as well as for the Organizational press notes, global communication initiatives etc.
2. Draft talking points, lines to takes for colleagues in the mission, RO, and Headquarters (HQ) regarding responses to media requests and interview opportunities, when necessary.
3. Maintain IOM Haiti social media accounts, and content in the communications platforms (including but not limited to Twitter, Facebook, IOM website) to help increase awareness of IOM's work in Haiti and check that content is appropriate to IOM standards and guidelines.
4. Closely coordinate with the Regional Media and Communications Officer at RO San Jose to facilitate the enforcement of global media guidelines, and to provide content in diverse formats for IOM's regional and global channels.
5. Gather information from the programme team to produce quality content in the form of human interest stories, photographs, and video clips and for an international and national audience, applying IOM templates.
6. Participate in inter-agency media and communication working groups to encourage information flow across agencies and to help develop complementary media strategies.
7. Recommend, organize and/or participate in Media and Communications (M&C) events to assist in raising IOM's visibility in the country with partners.
8. Organize media field visits, provide information that promotes IOM's work, and respond to media queries as appropriate.
9. Provide technical support to PMs for the development of visibility activities for donor projects and recommend priority areas to fulfil visibility requirements.
10. Ensure photographic coverage of projects, events, and activities by liaising with Communication focal points in the field and undertake field duty travels as needed.
11. Organize the photo library and communication materials of all projects of the mission.
12. Assist with regular reporting, info graphics, factsheets, and visibility annexes for donor reports.
13. Support the establishment and strengthening of UN Migration Networks in Haiti.
14. Support the mission with the implementation of the GCM and the UNSD reform by facilitating systematic coordination and engagement with civil society, and government entities.
15. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Journalism, Mass Media Communications, Public Information, International Relations, Political or Social 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 in international journalism, including coverage of international organizations;
- Field experience in the Migration, Humanitarian or Development fields;
- Experience with strategic planning an advantage;
- Experience working in the region an advantage.

## Skills

- Excellent skills in drafting, editing and graphic design;
- Online communication and social media skills;
- High level of professionalism and ability to work under pressure and adhere to strict deadlines in a complex and fast changing environment;
- Strong interpersonal skills and ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- Demonstrated gender awareness and gender sensitivity;
- Knowledge of international agencies like the UN an advantage.

## Languages

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

For this position, fluency in English and French is required (oral and written). Working knowledge of Spanish and Haitian Creole 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

Previous applicants do not need to re-apply.

<sup>1</sup> 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 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

- **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.

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](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.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. 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 07 June 2023 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](http://www.iom.int/recruitment)

***Posting period:***

From 01.06.2023 to 07.06.2023

***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.

Requisition: SVN 2023 150 Media and Communications Officer (P2) Port-au-Prince, Haiti (58136545)

Released

Posting: Posting NC58136546 (58136546) Released