### OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Communication- Media and Policy Support Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Station</td>
<td>Brussels, Belgium</td>
</tr>
<tr>
<td>Classification</td>
<td>Professional Staff, Grade P3</td>
</tr>
<tr>
<td>Type of Appointment</td>
<td>Fixed term, one year with possibility of extension</td>
</tr>
<tr>
<td>Estimated Start Date</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>Closing Date</td>
<td>January 21, 2016</td>
</tr>
<tr>
<td>Reference Code</td>
<td>VN2015/138(P)-EXT</td>
</tr>
</tbody>
</table>

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 has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favourably considered:

- Antigua and Barbuda, Bahamas, Belize, Benin, Botswana, Cambodia, Cape Verde, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guinea, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Timor Leste, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

Applications from qualified female candidates are especially encouraged.

### Context:

Under the direct supervision of the PPSU Head, the overall guidance of the Regional Director and the technical guidance of Media and Communication Unit/International Cooperation and Partnerships Unit in IOM Headquarters - the Communication - Media & Policy Support Officer (CPSO) assists coordinating the Policy and Communication team’s work-plan and outputs and a broad range of the Regional Office external communication activities including, drafting statements and recommendations to the EU and in response to EU’s calls for contributions; support the formulation and implementation of creative
communication strategies to promote IOM and raise awareness of migration in the media and among the general public and other Brussels based key partners.

The CPSO contributes to the Regional Office’s overall efforts on policy and advocacy work with the European Institutions and EU Member States. S/he assists coordinating the production of RO Brussels position/recommendations documents and communications.

The CPSO contributes reinforcing and expanding IOM’s relations and communication with/to the European Parliament and the European Council, as well as the UN Office in Brussels.

S/he contributes to foster national and regional policy dialogues in the European Economic Area region.

**Core Functions / Responsibilities:**

1. Assist the Head of Unit (HoU) to manage the Regional Office internal and external communication activities, including in the formulation and implementation of creative communication strategies to promote IOM and raise awareness of migration in the media and among the general public and other key partners; including management of Brussels website and RO Brussels social media channels.

2. Support coordinating the preparation of replies/feedback to requests and inquiries and in response to EU institutions and EUMS’ calls for contributions. Under the supervision of the HoU draft and finalize external communication products including: briefings/talking points/speeches; Op-ed and press releases; recommendations and position statements/papers. As relevant, coordinate inputs to the IOM’s bi-weekly press briefing notes and “Migration Newsdesk” e-newsletter.

3. Provide strategic communications/media advice to the RO senior management and European Economic Area Chiefs of Mission/Heads of Office and Media Focal Points. This includes, inter-alia, providing editorial and technical assistance to field missions in all aspects of media and communications management, including the development of promotional and advocacy materials.

4. Collaborate in the development, funding of and implementation of awareness raising campaigns aimed at improving the public perception of migrants in Europe and globally.

5. Work closely with PPSU geographic and thematic desks to promote visibility of their expertise (and that of IOM) within the national, regional and international context. Assist to develop an external communication/advocacy strategy reflecting the priorities of RO Brussels, including a specific section on Media outreach to be implemented in coordination with MCD.

6. Support strengthening links with Brussels based national and international media and think-tank organizations to promote the work of IOM by providing high quality, professional responses to enquiries related to IOM positions in relation to EU Migration policies, IOM programmes and policies and, more broadly, on migration. As required, represent the RO at the Brussels-based UN Communications Group.

7. Research, collect and analyze relevant information on EU migration policies and emerging issues and assist in coordinating the formulation of IOM’s responses.

8. Support monitoring of international or regional processes as well as inter-agency cooperation – among others the Global Migration Group and Global Forum on Migration...
and Development - where migration issues are relevant, particularly in relation to the Sustainable Development Goals.

9. Support the HoU following up on migration-related developments in the UN system, including those emanating from the second UN High-level Dialogue on International Migration and Development.

10. Support the HoU for the preparations and contribution to the Regional Chiefs of Missions/Heads of Office Annual Meeting and the Brussels based IOM-UN working group on Migration.

11. Assist the HoU to supervise the preparation and dissemination of selected regional and institutional reports; *inter-alia*: RO Brussels’ Regional Strategy, Periodic Report and Migration Initiatives.

12. Under the supervision of the Head of PPSU, act as focal points for RO Brussels’ relation with European Parliament and the European Council, including its rotating Presidencies and related communication strategies.

13. Perform such other duties as may be assigned.

**Required Competencies**

**Behavioural**

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

**Technical**

- Correctly interacts with and advises on interfacing with appropriate level stakeholders;
- Develops effective partnerships with prospective donors and other stakeholders;
- Establishes and maintains effective working relationships with partners;
- Represents IOM in appropriate-level interactions with clients;
- Identifies long-term trends and global political developments that can impact on the core mandates and their executions;
- 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;
• Drives and fosters understanding of Media and Communications concepts amongst key personnel in IOM;
• Correctly and effectively applies knowledge of traditional and social media;
• Interfaces across units and departments within IOM to extract relevant information;
• Interfaces successfully with the media to maintain and enhance the image of IOM;
• Communicates clearly and consistently the determined media message even in the face of ongoing questioning and challenges;
• Displays availability outside of regular hours to respond to challenges.

**Required Qualifications and Experience**

**Education**

• Master's degree in Journalism or Communications, International Relations, Social Sciences, Law or a related field from an accredited academic institution with five years of relevant professional experience;
• University degree in the above fields with seven years of relevant professional experience.

**Experience**

• Experience in writing and editing in international journalism and public information, preferably in Europe;
• Knowledge of graphic design, web, social media and video production;
• Experience in drafting policy documents and concept papers and/or developing institutional strategic documents;
• Experience in the areas of inter-State cooperation on migration, migration governance and migration policy highly an advantage;
• Experience in dealing with diverse counterparts from government and UN agencies and civil society and think-tank an advantage;
• Experience in the field of migration issues, including operational and field experience, IOM project development and management an advantage;
• Experience in liaison/working with EU Institutions and familiarity with international organizations;
• Experience in international journalism, including coverage of international organizations;
• Excellent skills in drafting, editing and (possibly) graphic design;
• Experience in Online communication and social media skills.

**Languages**

Fluency in English and French is required. Working knowledge of Spanish is an advantage.

**How to apply:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by January 21, 2016 at the latest, referring to this advertisement.
For further information, please refer to: http://www.iom.int/how-apply

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.

Only shortlisted candidates will be contacted. You can track the progress of your application in your personal application page in the IOM e-recruitment system.

**Posting period:**


Requisition: VN 2015/138 (P) – Communication - Media & Policy Support Officer (P2) – Brussels, Belgium (54722929) Released
Posting: VN 2015/138 (P) – Communication - Media & Policy Support Officer (P2) – Brussels, Belgium (54722932) Released