



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Communications Assistant**
Duty Station : **Accra, Ghana**
Classification : **G.5**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **03 November 2021**

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.

Context:

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of IOM Ghana's Public Information Officer, in close coordination with the relevant units in the Regional office for West and Central Africa, the successful candidate will assist with all communication needs of mission, across programmes, projects and departments.

Core Functions / Responsibilities:

- Support the development of overall communication and awareness raising (AWR) strategies and implementation plans as well as support their effective execution.
- Support the roll-out of awareness raising campaign and projects, including IOM X or social media campaigns.
- Support the management of IOM Ghana's social media channels (currently Twitter and Facebook, with possibility to launch Instagram), including drafting of content, production of social media assets, managing the social media calendar, publication of posts as agreed with supervisor and/or Chief of Mission/Project Managers, monitoring audience/community engagement, responding to requests/messages/comments, and producing reports.
- Assist in the drafting, editing, finalization and dissemination of press briefing notes, human interest stories, blogs, digital newsletter and similar.
- Support the production of reports, publications, info sheets, brochures, posters, flyers, and other promotional material as required, including drafting of content, collecting of content from colleagues, editing, designing and lay outting.
- Support the development and delivery of audiovisual content / all photography and videography needs of the mission/projects, including coverage of events, taking portraits of beneficiaries, recording video testimonials and interviews, collection and filing of consent and prior to publication etc., as well as editing of photos and videos, and liaising with external service including photographers, videographers, graphic designers, printers, creative agencies etc. as applicable.
- Contribute to keeping the IOM Ghana website up to date.
- Assist with quality control of all communication materials; high attention to detail is expected.
- Assist with managing press and media relations, including preparing information for journalists' requests (as agreed with Supervisor and Chief of Mission), media invitations to events, coordination of media interviews etc.
- Provide logistical and administrative support for the implementation of communication activities and events.

- Liaise with the communications colleagues at the Regional Office and HQ as required, as well as participate in UN Communication Group (UNCG) meetings and support implementation of the UNCG work plan and tasks as required.
- Undertake duty travel as required.
- Perform such other related duties as may be assigned by the Supervisor or Chief of Mission.

Required Qualifications and Experience:

Education

- Bachelor's degree in Communications, Political Sciences, International Relations or a related field from an accredited academic institution, with 3 years of relevant professional experience; or
- Completed high school degree, with 5 years of relevant professional experience.

Experience

- Experience in managing communication and information activities and awareness raising campaigns.
- Experience in designing and editing of informational materials and reports;
- Demonstrated writing and editing experience in English is required;
- Knowledge of a local language would be an asset;
- Strong working knowledge of Microsoft Word, Excel, Power Point and other Microsoft applications;
- Knowledge of Adobe InDesign and Photoshop (or other photo editing software) required;
- Experience with other graphic design software and video editing an advantage;
- Proven knowledge and use of social media platforms for awareness-raising and advocacy purposes;
- Experience in managing website would be an asset;
- Willingness to assume duties and responsibilities in all communications areas, as needed;
- Proven ability to design effective communication products, lead formulation of communication messages and strategies;
- Able to interface across units and departments within IOM to extract relevant information.
- Experience in working with creatives.
- Experience in working or dealing with International Institutions and Organizations (UN, etc.).

Languages

For this position, fluency in English is required (oral and written). Working knowledge in other local languages is an advantage.

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.

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:

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 or visa requirements and security clearances.

No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications directly to accravacancies@iom.int by 03 November 2021 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

From 20.10.2021 to 03.11.2021

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.