



Vacancy Notice 2024/003

Open to Internal and External Candidates

Functional Position Title : **Regional Media and Communications Assistant
(Social Media and Visuals)**
Duty Station : **Vienna, Austria (Regional Office)**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Fixed term, one year**
Estimated Start Date : **As soon as possible**
Closing Date : **05 February 2024**

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 environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The IOM Regional Office (RO), established in Vienna in 2011, supports the quality improvement and diversification of programmatic activities of IOM at the country level, promotes regional initiatives, and facilitates better support to interstate dialogue and cooperation. RO Vienna is responsible for project review and endorsement, policy development, and for formulating regional migration strategies. This is done in partnership with governments, development partners and civil society organizations within the region. The Regional Office employs technical experts in project cycle management (project development, monitoring and evaluation, and reporting) and thematic fields of migration management, including Migrant Protection and Assistance, Labour Migration and Human Development, Immigration and Border Management, Operations and Emergencies, Environment and Climate Change as well as Migration Health. The Regional Office also provides support on cross-cutting issues including gender and human rights, and provides support in the field of resources management, media and communications, and Information Technology.

Under the overall supervision of the Regional Director for South-Eastern Europe, Eastern Europe and Central Asia (SEEECA) and direct supervision of the Senior Regional Media and Communications Officer (SRMCO); and in close collaboration with the global communications team, the successful candidate will be responsible and accountable for the following:

Responsibilities and Accountabilities:

1. Support the graphic design work in the RO.
2. Assist in the production of public information materials for IOM press briefing notes, regular newsletters, website, and social media.
3. Assist in writing, research, editing, and/or rewriting digital stories, related to IOM's work in the region.
4. Provide support for the promotion of IOM global campaigns and UN-led campaigns, including coordination with the United Nations and other interlocutors.
5. Assist in building the design capacity of the virtual communications team through participating in regular virtual meetings.
6. Draft and exhibit content to showcase IOM activities at external events.
7. Collaborate closely with field staff and missions to assist in producing content and infographics to augment IOM's new and human-interest stories.
8. Support the timely and efficient publication and distribution of media content on the regional website iom.int and via other IOM media channels, websites, social media etc. Support timely posting of IOM activities and events for IOM's social media presence on X, Facebook, LinkedIn, and other online networks.
9. Support the development of new communications initiatives such as podcasts, infographics, etc.
10. Assist in the coordination of staff training sessions on communications best practices both virtually and in person, including but not limited to the Global Migration Media academy.
11. Monitor and report social media.
12. Provide admin support to the SRMCO.
13. Perform other duties as required.

Required Qualifications and Experience

Education:

- Secondary/High School Diploma with at least four years of relevant professional experience, or;
- University Degree in Media, Communications, Graphic Design, Public Information, Journalism or related field from an accredited academic institution and at least two years of relevant professional experience

Experience:

- Experience in a PI role at a UN or similar agency and/or experience in working for a news media organization;

- Good knowledge of information and communication tools such as email automation software (Mailchimp), Canva, Office 365 and Adobe Creative Suite (Premiere Pro);
- Excellent writing and drafting skills;

Skills:

- Strong interpersonal and communication skills;
- Computer literacy;
- Competency as a writer and editor in English;
- Knowledge of graphic design, web, social media and video production;
- Ability to use own initiative and work under pressure with minimum supervision;
- Attention to detail and ability to organize;
- Self-motivated and objective driven;

Languages:

IOM's official languages are English, French, and Spanish. For this position, fluency in English is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish) is an advantage.

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 1

- **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.

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

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

Competencies will be assessed during a competency-based interview.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

A prerequisite for taking up the position is legal residency and work permit in Austria, as applicable.

How to apply:

Interested candidates are invited to submit their applications – Questionnaire on Mandatory Requirements (page 5-6 of VN 2024/003), Curriculum Vitae and Cover Letter to roviennaapplications@iom.int by 05 February 2024 midnight at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period: From 22/01/2024 to 05/02/2024

Questionnaire on Mandatory Requirements for Local Recruitment in Vienna, Austria

VN 2024/003 Regional Media and Communications Assistant (Social Media and Visuals)

Education

Do you have:

Secondary/High School Diploma with at least four years of relevant professional experience,
or,

OR

University Degree in Media, Communications, Graphic Design, Public Information, Journalism or related field from an accredited academic institution and at least two years of relevant professional experience.

yes ☐ no ☐

Experience

Do you have:

Experience in a PI role at a UN or similar agency and/or experience in working for a news media organization

yes ☐ no ☐

Good knowledge of information and communication tools such as email automation software (Mailchimp), Canva, Office 365 and Adobe Creative Suite (Premiere Pro)

yes ☐ no ☐

Excellent writing and drafting skills

yes ☐ no ☐

Other

Are you currently holding a valid residence and work permit for Austria?

yes ☐ no ☐

If you have dual nationality, please indicate the countries from which you hold passports.

Are currently or were previously any of your relatives employed by IOM?

yes ☐ no ☐

Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)? If the answer "yes", attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

yes ☐ no ☐

Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer is "yes", please provide the details in an attached statement and provide information about any sanction or measure taken.

yes ☐ no ☐

State any disabilities which might limit the performance of your work.
(Appointment is subject to compliance with medical requirements.)

When would you be available for employment upon being offered a position?

Immediately ☐ 15 days ☐ 1 month ☐ 2months ☐

Date:

Name:

Signature: