



CALL FOR APPLICATIONS IOM/JUBA/CFA2021/01

Open to Internal and External Candidates

Position Title : **Media and Communications Assistant (1)**
Duty Station : **Juba, South Sudan**
Classification : **Ug**
Type of Appointment : **Special Short Term, 3 months with a possibility of an extension**
Estimated Start Date : **As soon as possible**
Closing Date : **June 28, 2021**

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 is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates.

Scope and Context.

Under the overall supervision of the Chief of Mission and the direct supervision of the Media and Communications Officer, the successful candidate will be a key member of the IOM South Sudan Media and Communications Unit responsible for the creation of content, particularly audio and visual, for external communications, including digital platforms.

Responsibilities and Accountabilities.

1. Undertake frequent travel to field locations to create public information products on IOM's work in South Sudan (audio, visual, written and verbal) and disseminate to media, national audiences, international audiences, donors, and others. This includes capturing and editing high quality photo and video highlighting the context in which IOM works, as well as its activities themselves, in line with IOM procedures and policies.



2. Facilitate interviews with beneficiaries and other persons relevant to IOM's communications.
3. Maintain IOM South Sudan's internal communications folders, including media contact lists, content calendars, archive of IOM's materials.
4. Monitor international and local media (English, Arabic, and local languages) for mentions of IOM and stories related to IOM's work in relation to its response.
5. Support maintenance and content creation related to the response for IOM South Sudan's and IOM's global digital platforms, including social media and websites.
6. Support interagency cooperation, including attending interagency meetings and supporting joint projects.
7. Assist in ensuring appropriate donor visibility in field locations where IOM is operating.
8. Perform such other duties as may be assigned.

Desirable Education and Experience:

Education.

- Bachelor's Degree from an accredited academic institution, preferably in journalism, communications, public relations, filmmaking, photography, or a related field.

Experience:

- Two years of experience in creation of communications content.
- Experience in digital communications, preferably social media.
- Experience in dealing with media.
- Experience of working with sensitivities related to gender.

Required Competencies:

Behavioral

- **Accountability:** Accepts and gives constructive criticism, follows all relevant procedures, processes, and policies, meets deadline, cost, and quality requirements for outputs, monitors own work to correct errors, Takes responsibility for meeting commitments and for any shortcomings
- **Continuous Learning:** Demonstrates interest in improving relevant skills, demonstrates interest in acquiring skills relevant to other functional areas, Keeps abreast of developments in own professional area.
- **Communication:** Actively shares relevant information, clearly communicates, and listens to feedback on, changing priorities and procedures, writes clearly and effectively, adapting wording and style to the intended audience, listens effectively and communicates clearly, adapting delivery to the audience
- **Creativity and Initiative;** Actively seeks new ways of improving programmes or services, expands responsibilities while maintaining existing ones, persuades others to consider new ideas, proactively develops new ways to resolve problems.
- **Planning and organizing;** Sets clear and achievable goals consistent with agreed priorities for self.



and other, identifies priority activities and assignments for self, Organizes and documents work. allow for planned and unplanned handovers, identifies risks, and makes contingency plans, adjusts priorities, and plans to achieve goals, Allocates appropriate times and resources for own work and that of team members.

- Professionalism; Masters subject matter related to responsibilities, Identifies issues, opportunities, and risks central to responsibilities, Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation, Persistent, calm, and polite in the face of challenges and stress, Treats all colleagues with respect and dignity, Works effectively with people from different cultures by adapting to relevant cultural contexts, Knowledgeable about and promotes IOM core mandate and migration solutions
- Teamwork: Actively contributes to an effective, collegial, and agreeable team environment, contributes to, and follows team objectives, gives credit where credit is due, seeks input and feedback from others, Delegates tasks and responsibilities as appropriate, actively supports and implements final group decisions, Takes joint responsibility for team's work
- Technological Awareness: Learns about developments in available technology, proactively identifies and advocates for cost-efficient technology solutions, Photography and videography shooting and editing skills, preferably using Adobe Suite, Good knowledge of South Sudan, Extensive knowledge of local media, Excellent writing skills in English, including the ability to write well under pressure in order to meet tight deadlines.
- Emergency and Crisis; Works effectively in high-pressure, rapidly changing environment, Coordinates actions with emergency response actors and making use of coordination structures, Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors, Establishes and maintains effective relationships with partners, Makes correct decisions rapidly based on available information Understands applicability and limitation of technology and seeks to apply it to appropriate work

Technical.

- Executes administrative tasks in a timely and accurate manner.
- coordinates and corresponds in a clear and concise manner.
- follows up tasks to ensure timely completion.
- Seeks to improve efficiency of finance and administrative processes.

Languages:

Thorough knowledge of English, Arabic, and working knowledge of local languages essential.

Method of application:

Interested candidates are required to complete the information in this link <https://ee.humanitarianresponse.info/x/#Yi5g> and submit a letter of motivation and curriculum vitae marked “**Media and Communications Assistant**” to e-mail: vss@iom.int. Applications needs to reflect the position title and vacancy number on the subject line. **Strictly On-line Applications will only be accepted.**



International Organization for Migration (IOM)
The UN Migration Agency

Women are highly encouraged to apply.

Posting Period: 15 June 2021 to 28 June 2021



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Deadline for applications: XXX. Only short-listed applicants will be contacted.

Posting period: XXX