



Position Title : Senior Media and Communications Assistant
Duty Station : Harare, Zimbabwe
Classification : General Service Staff, Grade G7
Type of Appointment : Fixed term, one year with possibility of extension
Estimated Start Date : As soon as possible
Reference Number : VN2023/06
Closing Date : 19 August 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.

Context:

Under direct supervision of the IOM Chief of Mission and in coordination with the Head of Programmes, the incumbent will be responsible for the implementation of the various visibility initiatives, as well as all the publications and awareness activities within the mission in Zimbabwe. This position, based in Harare's country office, will also have the day-to-day responsibility to monitoring media coverage on migration issues in-country and internationally, as well to support clear communication of the organization's message across multiple media channels.

Core Functions / Responsibilities:

Communications

- Support the Chief of Mission to quality organizational communications content for external and internal use including situation reports, mission updates, presentations and information and fact sheets.
- Assist the Chief of Mission to implement communications activities including a workplan specifying dissemination media and campaign messages.
- Assist in designing and producing IOM Zimbabwe's Chief of Mission Annual Reports in close collaboration with Project Coordinators.
- Contribute to the development and implementation of strategic communication and media strategies, and visibility plans in line with the Organization's guidelines and donor requirements.

- Support project coordinators to develop effective messages and in the development of donor reports and project proposals with respect to visibility and communications.

Media

- Work with Regional Media and Communication colleagues to create media visibility opportunities, preparing talking points, speeches for public appearances and facilitating radio, TV, and print media interviews where necessary.
- Respond to media enquiries, arrange interviews, and produce media briefs, kits and timely press releases and advisories.
- Build and maintain excellent relationships with relevant journalists, broadcasters, and commentators and pitch stories to journalists and maintain a media contacts list.
- Coordinate with the Chief of Mission and offer expert advice on reputational and other arising media risks and enhance internal capacity to work with media effectively.
- Monitor and evaluate media coverage.

Liaison

- Liaise with the UN communications group on all matters pertaining to information and communication materials and the development and implementation of joint campaigns and visibility events.
- Liaise with the Media and Public Information Unit at Headquarters to draft feature articles and news stories for the global website, press briefing notes and Migrations magazine.
- Liaise with donor counterparts in the production of various communications tools including newsletters and success stories.
- Support the Regional Media and Communications colleagues in the production and delivery of communications materials.

Social Media and Website

- Maintain IOM Zimbabwe's online presence, including its social media accounts, website, and internal photo library and oversee comprehensive digital coverage of events.
- Provide editorial support to web-content development.

Branding, Design and Visibility.

- Maintain and oversee adherence to IOM/UN branding guidelines for all visibility materials and institutional documents.
- Monitor the compliance with specific donor visibility requirements and develop standardised communication templates.

Events

- Assist the Chief of Mission in managing special events such as conferences, outreach activities, high level visits and meetings, providing logistical and administrative coordination.
- Undertake field duty travel to capture photographs and video footage and gather material for multi-media content showcasing IOM Zimbabwe's work.

Perform such other such duties as may be required.

Qualifications and Experience:

- University degree in Communications or Media with at least five (5) years of related working experience, or,
- High School Diploma with at least seven (7) years of related working experience, or
- alternatively, an equivalent combination of relevant training and experience.

Experience

- Three years of professional experience working in media and/or in development of communication strategies, as well as design and implementation of information campaigns.
- Excellent spoken and written English is essential and in-depth knowledge of local culture and languages, essential.
- Ability to establish working relationships with governmental authorities, UN agencies other national/international institutions and NGOs.
- Knowledge of publishing, photography, website, and design programmes preferred.
- Knowledge and understanding of IOM/UN guidelines is an advantage.
- Computer/software training would be an asset.
- High level of computer literacy in MS Office applications.

SKILLS

- Copy writing and editing
- Public Relations
- Outstanding organizational and planning abilities
- Excellent communication (oral and written) and presentation skills.
- Collaboration
- Creativity

Languages

Proficiency in written and spoken English.

Required Competencies

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 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 of 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.

Core Competencies – behavioural indicators *level 2*

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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.

Other

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications to vacancieshre@iom.int by 19 August 2023 at the latest, referring to this advertisement.

Female candidates who are qualified and experienced are especially encouraged to apply.

Only shortlisted candidates will be contacted.

Posting period: From 5 August 2023 to 19 August 2023