Position Title: Communication Officer (2 positions)
Duty Station: Belgrade
Classification: Consultant
Type of Appointment: 6 months (with possibility of extension)
Reference Code: CON 2017 / 27 – Communication Officer

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. 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:
Within the EU funded project, implemented by the International Organization for Migration (IOM) in partnership with the Serbian Commissariat for Refugees and Migration (SCRM), “Support to the information management, communication and planning capacity in addressing the migration management challenges in Serbia”, the support in external relations within the SCRM will be established. The successful candidate will work under direct supervision of the Project Manager, in close coordination with senior management staff of the Commissariat for Refugees and Migration.

Core Functions / Responsibilities:
• Assist the SCRM to enhance overall communication related to asylum and migration.
• Ensure that relevant information, such as human interest stories, factsheets, newsletters, infographics etc. are developed and disseminated to target groups through relevant communication channels.
• Oversee and develop media relations, regular communication with journalists.
• Collaborate with the media, facilitate photo coverage and TV footage and utilize both web-based and traditional media as appropriate.
• Coordinate interviews and respond to journalists’ inquiries and media requests.
• Maintain a library of media coverage, clippings etc.
• Manage, update and maintain social media tools (Twitter, Facebook) - daily monitoring, posting and content development.
• Provide and post content on the SCRM’s webpage, prepare media briefing notes and press releases.
• Organize press conferences, encourage and facilitate visits from the national/local media to the asylum/reception centers to present assistance and services available in the centers.
• Participate in donor visits for showcasing project progress and achievements.
• Actively participate in the work of migration communication hub that will be established with the aim to streamline, coordinate and further improve communication on migration.
• Support organization of regular brief info sessions in the asylum/reception centers for migrants and refugees.
• Other duties as assigned to support the Project team and work of the SCRM.

**Required Qualifications and Experience:**

• University degree in journalism, social/political sciences.
• Three or more years of relevant communication/PR work experience in governmental or nongovernmental institution/organization or in media;
• Professional experience in different media (newspapers, website, radio, television).
• Capacity to communicate clearly.
• Excellent organizational skills.

**Languages:**

Fluency in English and Serbian is required.

**Method of application:**

We invite all interested candidates to submit IOM Belgrade PH Form (available at: [http://serbia.iom.int/vacancy](http://serbia.iom.int/vacancy)) in English language and motivation letter (not more than one page) to iombegvacancy@iom.int quoting this respective Vacancy notice number in the subject.

**Closing date:**

The deadline for submission of the application is **04.12.2017**. Incomplete applications will not be taken into consideration. Only shortlisted candidates will be contacted. The start of contract is expected in mid-December.