



Vacancy Notice No : SVN 2023/14
Position title : Communication Assistant
Duty Station : Belgrade
Classification : General Service Staff
Type of Appointment : SST Graded G5 (6 months with possibility of extension)
Estimated Start Date : November 2023
Closing Date : 10 October 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.

General functions

Under the direct supervision of the Chief of Mission (CoM) Belgrade and the overall guidance of the Sub-regional Communication Officer, and in coordination with the Regional Communications and Media Officer and IOM Media and Communications Division (MCD), the incumbent will support media and public relations and communication and visibility activities of the Mission/Office.

In particular the incumbent will be responsible for the following tasks:

- Support the implementation of a communication strategy for the Mission in close coordination with the CoM and Sub-regional Communication Officer and assist to identify opportunities to implement new communication activities in order to promote IOM's work, expertise, and capacity in the country.
- Support the organization of the online presence of IOM's strategies and activities in the country and produce regular content for different social media platforms, in line with the overall communication strategy.
- Participate in the organization and implementation of campaign concepts, methodologies, and plans for targeted and unique social media campaigns.
- Create simple infographics, info snapshots (photo + text), and other visuals, etc. contributing to enhancing the general public's access to up-to-date and accurate information about the migration situation and IOM's response.
- Be responsible for the timely and regular sharing of infographics, snapshots, other updates, information, photo material, stories etc. on IOM's social media accounts.
- Collect and draft short personal stories/portraits of migrants assisted by IOM, or its partners.
- Support field staff to ensure that photo material and data needed for social media or any external communication is obtained in a timely manner, and in accordance to IOM's data protection principles.
- Liaise and maintain an effective working relationship with key media representatives and press offices of partners and keep an updated database of all partners in the country inform them on IOM's activities and objectives and to increase the visibility of the Organization. Act as media focal point, assist to answer press requests and facilitate media interviews, in coordination with the CoM.

- Draft press releases, media advisory, feature stories or articles, and op-eds, and organize media briefings in coordination as relevant to ongoing programming.
- Regularly monitor media and relevant developments and trends in the field of migration, suggest media or communications activities when needed, initiate and contribute to media lines to take, and prepare regular briefing materials.
- Produce IOM monthly electronic newsletter for the IOM's activities in the country.
- Organize the preparation of information and outreach materials for external communications as well as the distribution of strategic organizational and project-related materials, publications, and reports to relevant stakeholders.
- Support the organization of public and closed communication events.
- Perform any other duties as may be assigned by the CoM.

All duties and responsibilities will be carried out in strict adherence to IOM policies and guidelines, including those related to confidentiality and data protection

Desirable Qualifications and Experience:

- School diploma with five years of relevant experience; or,
- Bachelor's degree in Communication and/or media sciences, International Relations, or a related field from an accredited academic institution, with at least three years of relevant professional experience, preferably in similar roles.
- Strong communication skills including experience related to media and communication and to represent to media, general public and counterparts.
- Experience in drafting press releases, newsletters, success stories, proofreading and media interactions.
- Previous working experience with a UN organization or International NGO is advantageous.

Skills

- Excellent writing and reporting skills
- Excellent knowledge of MS Office Application (Word, Excel, Outlook) and a good knowledge of CMS systems, social media and Adobe Creative
- Creative mindset

Languages Required

Fluency in English and Serbian

How to apply:

Interested candidates to submit their applications as soon as possible by sending the IOM Personal History form in English language available on IOM Serbia [website](#) and a motivation letter, not more than one page, via email to iombegvacancy@iom.int quoting this respective Vacancy notice number (SVN 2023/14) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 25.09.2023 to 10.10.2023

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

The incumbent is expected to demonstrate the following values and 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 *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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.