



IOM International Organization for Migration

Avis de vacance de poste
ROWCA-HR-23-006-SVN

Open to internal and external candidates

Position Title : **Communication Assistant**
Duty station : **Dakar, Senegal**
Classification : **General Category, Grade G6**
Type of appointment : **Special Short Term, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing date : **19 april 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.

IOM is committed to a diverse and inclusive work environment. Applications are welcome from internal and external candidates, particularly qualified female candidates. For this vacancy, applications from qualified and eligible internal candidates are considered before those of qualified and eligible external candidates in the selection process.

Context:

Established in 1951, the International Organization for Migration (IOM) is the leading UN agency 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 to migrants and advice to governments, including in the development of coherent and rights-based migration policies and mainstreaming migration into the development agenda.

The United Nations established a Network on Migration (Network) to ensure effective, timely and coordinated system-wide support to Member States to implement, follow-up and review the Global Compact for Safe, Orderly and Regular Migration (GCM).

As the Coordinator and secretariat of the Network, IOM plays an important role in coordinating whole-of-system approach to migration and in supporting the UN system speak with one voice on migration and deliver as one. More info on the UN Network on Migration, visit: <https://migrationnetwork.un.org>.

Climate change is one of the Network's priority areas. The role of the Network in this regard is to support Member States align the implementation of the GCM with that of the Paris Agreement and the UNFCCC, in line with GCM Objectives 2, 5, and 23.

While IOM's activities on climate change and mobility have gained in visibility at global level and in some regional fora and platforms, communication remains a crucial need to support the development of concrete action at national and community levels and across the UN system.

IOM is committed to a diverse and inclusive environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Under the direct supervision of the Regional Media and Communications Lead of IOM Regional Office for West and Central Africa (WCA), and under the general supervision of the Regional Policy and Liaison Officer (RPLO) and the technical guidance of Regional migration environment and climate change Specialist, and in line with the UN Network on Migration's global communications and advocacy strategy, the incumbent will be tasked to assist in the development and implementation of communication activities as part of the "Strengthening UN Networks and focus on environment and climate change policy in West and Central Africa" project funded by the Migration Resource Allocation Committee (MiRAC).

Core Functions / Responsibilities:

1. Provide inputs for the development of a Network's regional communications and advocacy strategy, in coordination with the Network's secretariat, and implement communication, visibility and advocacy activities in support of the Regional UNNM and the MECC regional Unit;
2. Support IOM's efforts in the priority areas of the Regional UNNM for West and Central Africa by providing communication and advocacy support to the Regional UNNM for WCA and its related workstreams;
3. In close coordination with the RPLO, serve as technical Focal Point for IOM in and convener of the Joint Advocacy and Communication Workstream of the Regional UNNM and coordinate the liaison with the communication unit of the UNNM Secretariat and the UNNM country networks for WCA;
4. Support IOM's communication efforts in engaging concretely the donors on Migration Environment and Climate Change in West and Central Africa;
5. Develop visibility materials such as info sheets, situation reports and other materials for the regional UNNM, policy unit and the regional MECC Unit;
6. Draft social media messages and compile materials for social media packages for the regional UNNM, policy unit and the regional MECC Unit;
7. Participate in coordination meetings with government counterparts, NGOs and other stakeholders in close coordination with the supervisors;
8. Support drafting and publication of press notes and stories on topics relevant to IOM's Regional Strategy in West and Central Africa;
9. Perform other duties as may be assigned.

Required Qualifications and Experience:

Education:

- Completed University Degree from an accredited institution in international relations, communications, journalism, social science, humanitarian affairs or related field and 4 years of work experience in related fields;
- Or a High school certificate and six years of professional experience in a communication, media engagement.

Experience:

- Experience in fields that includes written submissions of standard befitting an international organization is essential;
- Knowledge and understanding of social and development issues as well as general migration and climate change related issues.

Other

- Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM.
- For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process. For the purpose of this vacancy, internal candidates are considered first-tier candidates. Second tier candidates include all external candidates.
- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.
- Women with the above qualifications are encouraged to apply.

Required 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 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 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.

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 potential.

Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Strategic thinking and vision: work strategically to realize the Organization's goals and communicates a clear strategic direction.

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.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested internal and external candidates are invited to submit their applications by e-mail to recrutementdkr@iom.int , indicating: « ROWCA-HR-23-006-SVN, Senior Communication Assistant» in the subject line.

For applications to be considered, applicants are asked to submit applications with a cover letter (no more than one page long) specifying motivation and qualifications for applying, as well as a detailed resume/CV, functional e-mail address and mobile telephone number. Incomplete applications will automatically be rejected.

Only shortlisted candidates will be contacted.

Posting Period:

From 05 to 19 april 2023

