



IOM International Organization for Migration

Vacancy Notice

VN Number	AZVN2018-02
Position Title:	Media and Communication Associate
Duty Station:	Baku, Azerbaijan
Classification:	General Service Staff, Grade G5
Type of Appointment:	One Year Fixed Term, with possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	14 February 2018

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.

Introduction

International Organization for Migration (IOM) recently celebrated its 20th anniversary in Azerbaijan. In 2001, Azerbaijan became an IOM member state through the formalization of a friendly cooperation between IOM and Government of Azerbaijan. With the overall mandate of promoting a humane and orderly migration for the benefit of all, IOM works through technical assistant to government/non-government agencies and migrants on a wide range of areas such as i) border management, ii) prevention of irregular migration, in particular human smuggling and human trafficking, iii) facilitation of migration dialogue, iv) assisted return and reintegration and v) migration, environment degradation and climate change.

Context

Under the direct supervision of the Chief of Mission and in coordination with the project units, regional office (RO), Regional Media and Communications officer (RMCO), IOM headquarters, and IOM Media and Communications Department (MCD) and national stakeholders will be responsible for implementing outputs that address the media and communication needs of IOM Azerbaijan. This includes implementation of communication strategies to raise awareness of IOM and its work, and to facilitate accurate migration narrative to the media, the UN, public and among IOM key partners. Thus, achieving effective communication and visibility for IOM's work in Azerbaijan.

Core Functions / Responsibilities:

1. Assist the Chief of Mission and Heads of Unit in managing IOM communication and outreach activities to raise awareness on IOM and its work; and facilitate accurate narrative on migration issues in close coordination with the program staff.
2. Assist in the development of media messages on migration and IOM's mandate by drafting press releases, IOM blog, IOM shorthand stories; maintain an up-to-date website; maintain IOM Azerbaijan social media accounts; promote visual tools. Suggest to the Chief of Mission other communication approaches.
3. Assist, in coordination with the project team, to Head of Unit to fulfill donor reporting, communication, and visibility commitments. Provide technical assistance to project teams and partners on media and communication.
4. Assist the project teams, develop newsletters, success stories, and other communication documents for submission to the donors, relevant stakeholders and public.
5. Keep abreast and share national and regional issues relating to IOM's mandate and fields of activity, media coverage of IOM projects, events and any other relevant emerging issues. Maintain regular media monitoring.
6. Contribute to IOM's overall efforts on advocacy, liaison and communication work with/in the UN and other agencies based in Azerbaijan including participating and contribution in joint initiatives of United Nations Communications Group and engaging in partnerships for with UN agencies, national and international organizations, as well as media outlets. Collaborate and support IOM's reporting on the Sustainable Development Goals 2030.
7. Perform such other duties as may be assigned

Required Qualifications and Experience

Education

- Completed Secondary/High School degree or equivalent with at least 5 years of relevant professional experience or;
- University degree in Journalism or Communications, Law, International Relations, Political Science, Social Science or a related field from an accredited academic institution with at least 3 years of relevant professional experience.

Experience

- Experience in writing and editing journalism and public information preferably in both English and Azerbaijani as well as donor communication and visibility report;
- Knowledge of graphic design, web, social media and basic video production;
- Experience in drafting press releases, newsletter, success stories, proof reading, project reporting and media interactions;
- Knowledge about inter-state cooperation on migration, migration governance, and migration policy is highly an advantage;
- Experience in journalism, including coverage of international institutions;
- Excellent skills in drafting, editing and (possibly) graphic design;
- Experience in online communication and social media skills;
- Solid knowledge of PCs and MS Office Software (Word, Excel, Outlook, Power Point, etc.) and;
- Prior experience of working within the UN Common System or in an international/nongovernmental organization a distinct advantage.

Languages

Fluency in **English** and **Azerbaijani** is required.

Russian (intermediate) is an advantage.

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are requested to submit their application including the **most recent CV with a motivation letter in English** by indicating **name of the position** applied with its **VN number** in the subject line of the e-mail to bakuhr@iom.int by the end of **14 February 2018**.

Please note that only shortlisted candidates will be contacted.