



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title:	Information and Media Coordinator
Duty Station:	Tirana, Albania
Classification:	General Service, Grade 5
Type of Appointment:	Special short term, graded, six (6) months with possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	11 September 2017

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:

Nowadays policy-makers in Albania, donor agencies, development specialists and the wider informed public have realized that the Albanian Communities Abroad (ACA) are becoming increasingly important for the development of Albania. Albania's economy has benefitted significantly from remittance inflows, yet, there is a need to support new ways of promoting ACA to retain their connection to Albania and contribute to its economic and social growth.

The three-year program "Engage the Albanian Communities Abroad to the Social and Economic Development of Albania", funded by Italian Cooperation, identified and agreed with the governmental counterparts, will provide support to the Government of Albania (GoA) for enhancing the engagement of the ACA in the development of the country, with a specific focus on the communities in Italy, through targeted actions following the areas of strategic relevance identified by the GoA. The program will be implemented by IOM in cooperation with the Ministry of Foreign Affairs (MFA), the Ministry of Economic Development, Tourism, Trade and Entrepreneurship (MEDTTE) and other line ministries, and in close coordination with the Italian Embassy in Tirana and the Italian Agency for Development Cooperation.

Under the overall guidance of the IOM Representative in Albania - Head of Office (HoO) and under the direct supervision of the Programme Manager (PM), the successful candidate will be responsible for supporting all aspects of the Information and Media activities:

Core Functions / Responsibilities:

1. Support drafting the program visibility strategy, in coordination with the PM and HoO, including goal and objectives, target audiences, key messages, innovative information tools and channels as well as prepare a detailed plan of actions;
2. Set up evaluation benchmarks and indicators for the campaign including gender sensitive indicators;
3. Coordinative communication and media related activities planned under the program;
4. Assist the GoA institutions on their visibility and branding vis-à-vis the diaspora;
5. Monitor regularly reporting of activities in the media, including social media such as Facebook, Twitter, Instagram and You Tube;
6. Monitor interactions with followers of social media outlets and participate in dialogue around relevant topics and events;
7. Participate in the development of social media campaigns and make recommendations for the implementation;
8. Support in designing the content, format and agenda of outreach and visibility events in accordance with the project document and assist in the planning;
9. Compile materials for upload on the IOM Albania website and IOM Albania social media channels;
10. Assist in regularly update mission documents, such as the reports, information sheets, brochures, PowerPoint presentations, and other written reports and materials on the programme activities;
11. Ensure that there is appropriate gender awareness as well as migrants' rights awareness in all IOM communications in relation to the programme;
12. Assist in the planning, logistics and organization of meetings as requested;
13. Coordinate with media, partners and government counterparts, as well as provide input on the development of new media activities;
14. Assist in drafting reports, updates and briefings on project related issues on a regular basis as well as upon request;
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Communication, Information Management, Media, Social Sciences or related field from an accredited academic institution with at least five years of relevant professional experience, preferably in similar roles.

Experience

- Demonstrated ability to maintain accuracy & confidentiality in performing responsibilities;
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint and Publisher;
- Proficient in website development and management, digital and social media across various platforms, specifically in Facebook, Twitter, Instagram, Tumblr, Pinterest, LinkedIn, Snapchat and other emerging platforms;
- Proven expertise in digital/social media marketing;
- Excellent communication skills in both written and oral forms;
- Ability to adapt to the style, tonality of the brand "voice" to the appropriate sites;

- Proven experience in building and sustaining strong relationships with media and partners;
- Excellent customer service and interpersonal skills to deal effectively with various stakeholders;
- Previous work experience in international organizations and service industry companies would be an advantage;
- Strong interpersonal & intercultural skills with an attention to detail.

Languages

Fluency in English is required; working knowledge of Italian is an advantage.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with clients 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;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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 should submit CV and/or IOM Personal History Form together with a cover letter indicating the **Vacancy Notice Number (VN No)** with three professional referees and their contacts (both email and telephone) to: HumanResourcesTirana@iom.int.

Women are encouraged to apply.

Only shortlisted candidates will be contacted.

Posting period: 28 August 2017 to 11 September 2017