



International Organization for Migration (IOM)
The UN Migration Agency

Special Vacancy Notice 2021-10 Open to Internal and External Candidates

Position Title: Project Assistant (Communications)
Duty Station: Tirana, Albania
Classification: General Service Staff, Grade 4
Type of Appointment: Special short term graded, 6 (six) months with possibility of extension
Estimated Start date: as soon as possible
Closing Date: 15.12.2021

Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, 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 work environment. Read more about diversity and inclusion at www.iom.int/diversity.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Office in Albania and direct supervision of the Programme Coordinator & Development the successful candidate will be responsible for supporting all aspects of the Information and Media activities with the following duties and responsibilities:

Core Functions / Responsibilities:

- Regularly collect information from project implementation units about communication and media related activities planned as per mission needs;
- Assist project implementation units with the organization of communication activities in the mission.

- Support in designing the content, format and agenda of outreach and visibility events in accordance with the project documents and thematic area and assist in the planning;
- Assist in the development of social media campaigns and make recommendations for their implementation;
- Provide inputs on communication and visibility activities to donor reports and other hoc reports and information prepared in the mission, on a regular basis as well as upon request;
- Assist in regularly updating mission documents, such as the reports, information sheets, brochures, PowerPoint presentations, and other written reports and materials on the programme activities;
- Regularly monitor the media, including social media such as Facebook, Twitter, Instagram, LinkedIn, YouTube as well as interactions with followers of social media outlets and participate in dialogue around relevant topics and events;
- Compile materials for upload on the IOM Albania website and IOM Albania social media channels;
- Verify that there is appropriate gender awareness as well as migrants' rights awareness in all IOM communications in relation to the programme;
- Proactively bring to the attention of supervisor's communications-related backlogs or other issues.
- Undertake duty travel as needed to participate in meetings or training.
- Maintain the confidentiality and integrity by implementing control procedures in line with IOM standards of conduct and data protection rules.
- Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Communications, Information Management or related field with two years of relevant professional experience.

Experience and skills

- 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, LinkedIn 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;
- Prior experience with tools and strategies for data collection and analysis, and production of reports preferred;
- Experience working in a multi-cultural setting.
- Strong interpersonal & intercultural skills with an attention to detail.

Languages

Fluency in English and Albanian is required (oral and written).

Required Competencies

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.

Other:

Any offer made to the candidate in relation to this special 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 and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighboring 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 neighboring country located within commuting distance, and work permit, as applicable.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

How to apply:

Interested candidates should submit **CV and/or Personal History Form (PHF)** [download here](#) together with a **cover letter** indicating the **Special Vacancy Notice Number (SVN No)** with **three professional references** and their contacts (both e-mail and telephone) by e-mail confirming that you agree on our check for references to the referees provided by you to: HumanResourcesTirana@iom.int.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

To download Personal History Form please refer to: <https://albania.iom.int>.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Woman are encouraged to apply.

No late applications will be accepted.

Only shortlisted candidates will be contacted.

Posting period: 03 December 2021 to 15 December 2021