



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice 2024-16 **Open to Internal and External Candidates**

Position Title: **Communications Associate**
Duty Station: Tirana, Albania
Classification: General Service, Grade G5
Type of Appointment: One Year Fixed Term, 1 (one) year with possibility of extension.
Estimated Start date: 15 July 2024

Closing Date: 27 June 2024

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 IOM 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, the internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Office and direct supervision of the Project Coordinator the successful incumbent will perform the following duties:

Core Functions / Responsibilities:

The incumbent will carry out the following duties:

1. Draft and edit media/communication, stakeholders' engagement contents and public information materials for the IOM project assigned, in coordination with project staff and external stakeholders. These include Information, Education and Communication (IEC)

materials, such as brochures, posters, booklets, presentation slides, info sheets, newsletters, reports, maps and infographics, and video clips.

2. Provide technical support on coordination and engagement with local media and relevant service providers.
3. Contribute towards the Mission's official website and social media account (Facebook, Twitter) including the drafting, editing and uploading of contents for IOM Albania projects.
4. Liaise with project teams and Communications Coordinator and verify the completeness, accuracy and integrity of published contents and relevant data in line with the policies and guidelines by donors, the Mission, IOM Regional Offices and HQ and inform the supervisor of any noncompliance.
5. Support implementation of IOM Albania project activities related to communications, including organizing communications campaigns and relevant online and offline events, creating key messaging materials, among others.
6. Assist in responding to spontaneous requests related to media and communications.
7. Assist in updating and adapting, as necessary, the existing media and communications tools, in coordination with the project team.
8. Participate and assist in communications related work with external entities and share relevant information and knowledge to the colleagues.
9. Provide support to and coordinate with Communications Coordinator.
10. Undertake duty travels as necessary, to support documentation of field activities and collection of audiovisual materials, in coordination with the project teams.
11. Perform other related duties as may be assigned.

Required Qualifications and Experience:

Education:

- University degree in Development Communications, Journalism, Social Science, Information Management or a related field from an accredited academic institution with minimum three years of relevant professional experience.
- High school diploma with at least five years of relevant working experience.

Experience and skills:

- Previous work experience in the field of media and communications, public relations, social media communications is an advantage.
- Previous working experience with NGOs or international organizations is an added advantage.
- High computer literacy in Windows and MS Office is mandatory, knowledge of web page design, graphic software such as Adobe photoshop and illustrator, multimedia design and processing and publishing software, proficiency in social media is an advantage.

- Good verbal, written, interpersonal skills and creativity.
- Strong presentation and communications, time management and organizational skills.
- Ability and willingness to work under pressure.

Languages:

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

Required Competencies:

The incumbent is expected to demonstrate the following values and behavioural competencies:

Values:

All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintain 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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.

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.

How to apply:

Interested candidates are invited to submit the following (all in English language) indicating the **Vacancy Notice Number (2024-16)** with a subject line “**Communications Associate**” to: HumanResourcesTirana@iom.int.

- CV or Personal History Form (PHF) [download here](#)
- Cover Letter with the details of competences (including previous similar experience, if any)
- [Reference and additional information form](#) signed in each page including three professional referees and their contacts (both email and telephone) potentially previous supervisors, as well as confirming that you agree on our check for references to the referees and the requested additional information.

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.

Only shortlisted candidates will be contacted.

Posting period: 14 June 2024 to 27 June 2024