Open to Internal and External Candidates

Position Title: Senior Public Information Assistant
Duty Station: Tunis, Tunisia
Classification: General Service, Grade G6
Type of Appointment: Special Short-term Graded Contract for six months with the possibility of extension
Estimated Start Date: As soon as possible
Closing Date: May 21st, 2019

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. 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:

Under the overall supervision of the Programme Development and Donor Relations Officer and direct supervision of the Public Information Officer, the incumbent is responsible for providing support when it comes to public information and communication related assignments.

Core Functions / Responsibilities:

1. Participate in the development and implementation of creative communication strategies and plans that increase exposure of IOM. Responsible for managing the website and social media platform as well as producing content in English and Arabic.
2. Monitor project visibility compliance and production of external project materials reflective of donor requirements.
3. Draft press releases and other relevant communication documents, including articles and blog posts in English and Arabic.
4. Coordinate the production of visual products including design of infographics, visibility material (banners, notebooks, etc..) and booklets and editing of videos and photos.
5. Produce monthly donor accomplishment and visibility reports.
7. Assist field-based communications and operations colleagues with regards to communications activities and coordinate the coverage of daily activities.
8. Manage a referral and screening system for requests coming from all IOM online platforms.
9. Provide weekly updates on IOM activities to UN counterparts.
10. Liaise with other IOM Country Offices in the Region for information and data sharing.
11. Produce biweekly graphics summarizing IOM activities.
12. Promote the inclusion of appropriate gender awareness in all IOM Libya Communications.
13. Assist development and maintenance of relationships with national Libyan and regional media, particularly Arabic speaking media.
14. Monitor the daily news flow related to Libya in national and international media, as well as cataloguing IOM Libya engagement in media.
15. Assist with informal translations English to Arabic and Arabic to English.
16. Perform such other duties as may be assigned

**Required Qualifications and Experience**

**Education**

- Bachelor’s degree in social sciences, public administration, or international relations from an accredited academic institution with four years of relevant professional experience or
- High School degree with six years of relevant professional experience

**Experience**

- Previous experience of working on communication in Libya
- Demonstrated capacity to understand and analyze the national, regional, and local political context
- Fluency in written and verbal English and Arabic
- IOM functional competencies: effective communicator with a wide range of actors and partners, successful cross-cultural facilitator and active learner
- Experience of social media, video recording and interview techniques would be an asset
- Previous experience of international organizations

**Languages**

- Fluency in **English** is required.
- Working knowledge of French and Arabic is an advantage.

**Required Competencies**
Values

- **Inclusion and respect for diversity**: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.

**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 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 invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by 21 May 2020 at the latest, mentioning the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

**Posting period:**
From 07.05.2020 To 21.05.2020