



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Communications Assistant/Graphic Designer**
Organizational Unit: **Community Stabilization & Revitalization**
Duty Station: **Erbil**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G5**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **October 17, 2017**
Reference Code: **SVN2017/IRQ/097**

Context:

In light of the humanitarian crisis, the scale of IOM's response in Iraq is growing exponentially. It is therefore, crucial to recruit an Arabic and Kurdish speaking Program Assistant whose role will be to collect inputs and contribute to Program Reporting to ensure the organization's work is visible internally and to donors and partners. S/he will also contribute to development of the Transition and Recovery Unit communication materials and liaise with other support unit.

Under general guidance of the Chief of Mission (CoM) and the Program Manager (PM) for the Transition and Recovery Unit, and under the direct supervision of the Project Officer, and in close coordination with the Public Information (PI) Unit the Programme Assistant will perform the following duties:

Core Functions / Responsibilities:

1. Contribute to the development of communication materials, press briefing notes and social media updates, to show IOM's work under Transition and Recovery Unit with vulnerable and conflict-affected populations;
2. Produce content in the form of Programme descriptions, human interest stories from beneficiaries, photographs and video clips for an international audience; demonstrate cultural awareness, social sensitivity and respect for privacy when interviewing and working with affected populations;
3. Brief the Project Officer and colleagues regarding media requests; identify communication opportunities and make suggestions for communication products regarding TRU;
4. Assist in verifying appropriate gender awareness in all TRU communication materials;
5. Graphically design PI materials for TRU according to IOM established standards and with innovative approaches to enhance visibility and impact;
6. Assist in the preparation of the Purchase request for the programme activities regarding TRU communication materials, in close coordination with the Project Officer and Programme Manager;

7. Follow up on procurement, payment of the communication products regarding TRU; liaison with support units;
8. Coordinate closely with the PI unit to ensure synergies and complementarity of IOM Iraq's overall communication strategies and products;
9. Perform any other duties as may be assigned by the project manager;
10. Undertake travel in Iraq as per project manager request.

Technical

- Able to work without direct supervision and be results oriented;
- Delivers on set objectives in hardship situations;
- High level of computer literacy, including Adobe Photoshop, InDesign, Illustrator and Microsoft Office suite and knowledge of photography;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives;
- Experience in an international, humanitarian/development organization an advantage;
- Organizational, communication and presentational skills;
- Ability to work effectively and harmoniously with colleagues from different cultures and professional backgrounds; Travel throughout the region when required;
- Good computer skills

Required Qualifications and Experience

- University degree in Journalism, Communications, Political or Social Sciences or related field, with at least 3 years of relevant professional experience
- Relevant work experience in media and communications or related field will be an Asset.
- Excellent graphic design, digital photography and video skills.
- Excellent inter-personal skills.
- Microsoft Office suite.

Languages

Fluent Arabic and Kurdish, good command of English, any other languages is an asset

How to apply:

Interested candidates are invited to submit their applications via a link:

<http://iomiraq.net/vacancies/communications-assistantgraphic-designer-1>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 03.10.2017 to 17.10.2017