



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Media Project Assistant**
Organizational Unit: **Community Policing**
Duty Station: **Baghdad- Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G5**
Duration of Appointment: **Three (3) months with possibility of extension**
Closing Date: **April 18, 2018**
Closing Date: **SVN2018/IRQ/062**

Context:

Under the overall guidance of the Chief of the Migration Management Programme Manager, and technical guidance of the Peace, Security and Gender officer, the direct supervision of the National project Officer, the incumbent will implement activities aimed at increasing the collaboration between Media Organizations and the law enforcement actors to convey messages on security, the rule of law, as well as to prevent irregular migration, using the community policing model in Anbar, Ninawa and Diyala.

The incumbent will facilitate and deliver trainings, attend the meetings of the Community Policing Forums (CPF) and oversee the implementation of community initiatives aimed at the collaboration between media Organizations and the law enforcement actors, community and government.

The project will select and implement media Campaigns/messaging to support the project measures. The incumbent will share written reports and relevant updates arising from the workshops and field with the Analysis and Information Management (AIM) Section. Under the supervision of the National Project Officer, the incumbent will also coordinate with other IOM field staff working the same geographic or thematic areas

Core Functions / Responsibilities:

1. Facilitate selecting and implementing media campaigns to support the project measures;
2. Facilitate an establishment of media steering committee to oversee the plans and consist of individuals representing civil society, the community, law enforcement actors and media advisors from community policing forums (CPF);
3. Deliver training/workshops to Community members, including civil society, law enforcement and media advisors to identify thematic campaigns which would promote security, the rule of law and prevent exploitation of vulnerable migrants;
4. Liaise with the relevant stakeholders in the community (media, law enforcement actors, civil society, and community members) to ensure the continues collaboration and provide support;
5. Follow up and monitor the implementation of the selected Campaigns/messaging and make sure they are linked to the impact, by aiming to contribute to peace, security and stability of project locations and reduce drivers of irregular migration;
6. Identify and report protection risks in a time sensitive manner, in line with IOM's protection Standard Operating Procedures;
7. Feedback information from mappings, trainings and meetings in the form of written reports to AIM, identifying gaps and areas for improvement as well as successes;
8. Maintain and promote strategic relationships with the media, Iraqi police, local authorities, community policing forums and civil society at the community level;
9. Support other Project Assistants to ensure close coordination and open communication with other IOM programmes, to ensure that operational synergies are created where possible;

10. When requested, assist in preparing and running workshops and conferences, including developing pre- and post-training or workshop questionnaires and analyzing, uploading and/or circulating information collected;
11. Assist in entering and cleaning training-related data; coordinate 'remote' data entry, as needed;
12. Assist in translation during meetings and of relevant correspondence and other materials from Arabic into English and vice-versa, as requested by managing staff;
13. Understand and fulfill public visibility requirements, including the placement of banners, flags, wearing appropriate IOM visibility, providing pictures and information as requested for the development of public information material;
14. Monitor and notify the program Manager, and the Senior Project staff of all potential/emerging risks associated with the project;
15. Undertake other duty travel as required;
16. Perform such other duties as may be assigned.

Required Skills and Experience

- University degree or an equivalent combination of relevant training and field experience highly desirable.
- Minimum experience of 3 years in related field.
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook.
- Works effectively in high-pressure, rapidly changing environment

Language Requirements:

- Fluent in both Arabic and English is must (both written and spoken).

How to apply:

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

<http://iomirag.net/vacancies/media-project-assistant>

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: 09.04.2018 to 18.04.2018