



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Senior Public Information Assistant**
Organizational Unit: **AVRR Unit**
Duty Station: **Iraq – Erbil / Baghdad**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G6**
Duration of Appointment: **Three (3) months with possibility of extension**
Closing Date: **September 22, 2018**
Reference Code: **SVN2018/IRQ/029**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the 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 general guidance of the Chief of Mission (CoM) and overall guidance of the Media and Communications Officer, and in coordination with the AVRR Program Manager, the Senior Public Information Assistant will be responsible for the following key duties:
The incumbent's duties and responsibilities will be as follows:

Core Functions / Responsibilities:

- Collect human interest stories, photos and video clips of AVRR beneficiaries. Contribute to development of AVRR project communications plan and fulfill day to day tasks to achieve the plan.
- Prepare draft versions of AVRR public information outputs, and follow through with AVRR and PI in approvals process until publication stage, including on social media posts, web stories and videos.
- Engage with national and international media to facilitate coverage of IOM Iraq AVRR activities. Identify AVRR beneficiary stories that would be of interest to media.
- Draft stories, social media updates and other content on AVRR targeted to media, the Iraqi public at large, and donors. Assist in development of talking points on AVRR for media.
- Coordinate the collection of AVRR public information assets including photos and stories from the field.
- Attend AVRR group socio-economic counselling sessions to interview AVRR beneficiaries for their feedback on the reintegration packages they receive.
- Provide technical guidance to AVRR reintegration counselors on interview techniques and photography for PI purposes during the field visits and delivery of the reintegration packages.
- Travel to the field to collect AVRR photographs, video and stories, approximately 50% of the time.
- Generate timely and engaging social media content on AVRR, including text, photos and other media for use across a range of integrated online platforms.

- Willingness to travel and delivers on set objectives in hardship situations.
- Assist in preparing PI materials on AVRR for distribution to the public, the media, educational institutions, UN agencies, non-governmental agencies and donors.
- Assist in verifying appropriate gender awareness in IOM Iraq AVRR communications.
- Translate interview texts from Arabic and/or Kurdish into English, and back into these languages for final public information materials on AVRR. Undertake other communications-related duties as required.

Experience

- A minimum of two years of progressively responsible experience in public information, international relations, development, media, communications or related areas Working experience in IOM Iraq or other international organizations and NGOs is desirable
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- 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.
- Strong interpersonal & intercultural skills with an attention to detail
- Excellent communication and interpersonal skills.
- Ability to present clear and concise information.
- Previous work in UN or International Organization an advantage
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy.
- Training in Public Information, Public Relations, Communications or Marketing, preferably within an international development framework.
- Work experience in journalism, research, report writing, videography and/or copyediting.
- Demonstrated experience with story development, photography or video.
- Able to work without direct supervision and be results oriented.
- Willingness to travel and ability to deliver on set objectives in hardship situations.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Strong strategic, creative, communication and storytelling thinking skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters
- Ability to meet deadlines and work under pressure.

Languages

Fluency in English, Kurdish and Arabic.

How to apply:

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

<http://iomiraq.net/vacancies/senior-public-information-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 13.09.2018 to 22.09.2018