



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title: **National Communications and Reporting Officer**
Duty Station: **Pretoria, South Africa**
Classification: **National Staff, Grade NoA**
Type of Appointment: **Fixed term, one year with possibility of extension**
Estimated Start Date: **As soon as possible**
Closing Date: **04 April 2018**

The International Organization for Migration (IOM) is a dynamic and growing inter-governmental organization, with 169 member states. IOM is committed to the principle that “humane and orderly migration benefits migrants and society”. Established in 1951 and now active in over 440 field locations worldwide, IOM works with partners, government and civil society to promote international cooperation to address operational challenges of migration and mobility, assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

Context:

Under the overall administrative supervision of the Chief of Mission, direct supervision of the Project Officer - AVRR and in close coordination with the AVRR Regional Project Manager in the regional office, the Communication and Reporting Officer will be responsible for the coordination and implementation of communications activities at IOM’s office in Pretoria, South Africa and support all communication and reporting activities of the Pilot project on Assisted Voluntary Returns and Reintegration (AVRR).

Core Functions / Responsibilities:

- Plan and implement visibility and communication activities for the Pilot project in compliance with the donor’s visibility requirements.
- Support reporting and dissemination of activities implemented under the project to the IOM HQs, regional offices in Pretoria and Brussels as well as project partners and donors;
- Develop appropriate information materials (electronic and paper pamphlets, brochures, etc.) including multimedia materials on the Pilot project and disseminate to stakeholders;
- In coordination with Regional office and HQs, support the establishment of an online portal and community of practice for information sharing as part of a knowledge management hub;
- Coordinate the development and dissemination of advocacy project communication materials including, but not limited to: project leaflets, project briefs, stationary items, radio programmes, photography, digital stories, and other communication tools;
- Liaise with media practitioners for coordinating media coverage of all important events and providing information on the activities of the mission in a positive, consistent and credible manner
- Provide information and updates on television, radio and news agencies to keep them regularly informed on project activities to ensure appropriate media coverage including organization of press briefings and conferences as necessary.

- Draft, edit, collate and upload content on the Pilot project on the Mission’s website and other social networking accounts.
- Keep abreast of developments on the Pilot project in the partner countries and respond to routine enquiries; and refer press and public queries for information on all aspects of the Initiatives work to the Programme Manager.
- Contribute to IOM South Africa country office’s visibility and public information needs and activities, including web and graphic development.
- Performs any other duties as may be assigned

Required Qualifications and Experience:

Education

A Bachelor’s Degree or equivalent or Masters or Equivalent or Higher in a relevant field in communication and journalism or related fields

Experience

- Two Years of relevant work experience in Communication, Journalism, or International Relations/Development
- Experience working for an international organization (such as the UN), preferred;
- Excellent writing and communication skills, including demonstrated ability to meet deadlines and to write clearly and accurately;
- Diplomatic, eloquent, composed, and coherent presentation in verbal and written public communication.
- Strong analytical skills and ability to develop visual representation;
- Professional familiarity with key issues in the Southern African region is an asset;
- Proven ability to deploy strong diplomatic skills and good interpersonal skills;
- Strong network of media contacts
- Familiarity with information and communication technologies, particularly with regards to database creation/maintenance and basic web-design/ maintenance

Languages

Fluency in English is required.

Note

Please be advised that this is a local position and as such only qualified candidates residing in South Africa and candidates holding a valid residence permit will be considered.

Desirable Competencies:

Behavioural

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, Governments, and project beneficiaries.
- Keeps clients informed of developments and setbacks

Continuous Learning

- Drives and fosters understanding of Media and Communications concepts amongst key personnel in IOM
- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with Commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Correctly and effectively applies knowledge of traditional and social media
- Interfaces across units and departments within IOM to extract relevant information
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work
- Establishes realistic resource requirements to meet IOM needs

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, reference checks and any residency requirements and security clearances.

Method of application:

If you are qualified for this position please email the following to pretoriacvs@iom.int under the REFERENCE: [VNSA2018/02](#) in the subject line of your email:

- a. Cover letter motivating your application
- b. Detailed CV
- c. Copy of ID
- d. **IOM Personnel History form**

Kindly quote the **REFERENCE- VNSA2018/02** in the subject line of your application. We will not be able to track your applications without the reference code provided.

Incomplete applications will be rejected. Only shortlisted candidates will be notified.

Please send your CV's by 04 April 2018

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS.

Posting period:

From 21.03.2018 to 04.04.2018