

Position Title : **Regional Media and Communications Officer**
Duty Station : **Panama City, Panama**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **02 December 2024**

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. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Barbados; Comoros; Congo (the); Cook Islands; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Under the direct supervision of the Senior Regional Media and Communications Officer and overall supervision of the Regional Director, the Regional Media and Communications Officer will be responsible and accountable for supporting and contributing to the preparation and dissemination of communications materials that promote IOM's work and raise awareness of migration issues in the Region, and developing and implementing the Media and Communications unit workplan, programme, and outputs.

The Regional Media and Communications Officer will actively contribute to and support the Regional Office's advocacy and review the quality and consistency of IOM's media and communications in the Region by providing editorial services and assistance to the Regional Office and Country Offices staff.

The Regional Media and Communications Officer will support the production of RO public

information and visibility materials and work with Department of Media and Communications (DMC) counterparts worldwide to support the development of common media messaging for use by IOM staff globally.

Core Functions / Responsibilities:

1. Support the planning, development and implementation of the Regional Office Media and Communication Strategy and activities.
2. Support the formulation and implementation of an Outreach and Communications Strategy to raise awareness of IOM's work and promote an accurate narrative on migration among media, UN, government and other key partners in the Region.
3. Work with the Senior Regional Media and Communications Officer, RO, Country Offices, and DMC to assist the development common media messaging and lines to take on key migration issues and reputationally sensitive in the Region and globally.
4. Review the quality and consistency of IOM's media and communications in the Region by providing editorial support to the RD, RO staff, Chiefs of Mission, Programme Managers and media focal points as delegated by the Senior Regional Media and Communications Officer.
5. Provide timely high-quality verbal and written responses to all media queries that fall within the RO's remit and flag and advise on reputationally sensitive media reports to DMC without delay as delegated by the Senior Regional Media and Communications Officer.
6. Maintain close contacts with regionally based international and local media, notably through established communication channels, organizing media coverage, providing briefings and interviews, participating in and organizing events at the foreign press association as delegated by the Senior Regional Media and Communications Officer.
7. Where requested by the Senior Regional Media and Communications Officer, work with the regionally based Regional Media and Communications Units of partner agencies, notably through the UN Communications Group (UNCG).
8. Support Country Offices within the RO in the hiring and training of media focal points to support the improvement of the quality of their output for media and awareness raising efforts as well as their use of in- house tools such as the Media Library and DMC's SharePoint collaboration space etc.
9. Promote the work of the RO and its specialist staff through traditional and online media, including the regional social media accounts.
10. Proactively support the rollout of IOM's media migration training toolkit and online platform and updating and adapting materials to the regional context.
11. Provide sustainable support to project-based communications needs of Country Offices.
12. As delegated by the Senior Regional Media and Communications Officer, undertake regular duty travel to Country Offices in the Region to support media outreach, gather material for multimedia projects and provide media training to individuals and teams as required.
13. Provide support to awareness-raising, community engagement, fundraising and other campaigns.
14. Promote and support IOM's Information Campaign Guidelines across the Region.
15. Review that all multimedia materials used in the public domain have the necessary consent

forms on file, including digital consent forms through use of Community Response App.

16. Support appropriate gender equality and empowerment as an integral component of communications materials in the Region.

17. Perform such other such duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Media and Communications, Public Information, Journalism, or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

Experience

- Experience in Journalism (international experience an advantage);
- Demonstrated experience as a writer, editor in English;
- Experience in Public information (ideally in the UN system);
- Experience working on migration or migration-related issues; and,
- Familiarity or experience working with IOM and the UN system.

Skills

- Excellent English writing and editing skills;
- Knowledge of graphic design, web, social media and video production;
- Familiarity with international organizations;
- Knowledge of online communications (web and social media);
- Knowledge of media production and commissioning;
- Photography and video shooting and editing skills an advantage;
- Knowledge of migration;
- Familiarity with migration-related issues in the Region advantageous.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English and Spanish is required (oral and written). Working knowledge French, of another official UN language (Arabic, Chinese, and Russian) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** Maintains 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators level 2

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country and who do not have prior experience outside the duty station's country as staff member in the Professional category cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 02 December 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 19.11.2024 to 02.12.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: VN 2024 678 Regional Media and Communications Officer (P2) Panama City, Panama (59281949) Released

Posting: Posting NC59281950 (59281950) Released

Posting Channel: Internal Candidates