



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Communications Assistant**
Duty Station : **Yerevan, Armenia**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **6 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **September 19, 2021**

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 environment. 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 the direct supervision of the IOM Armenia Programme Manager and in close coordination with the relevant project staff, the successful candidate will be responsible for providing support to IOM Armenia projects in raising awareness on the issues of the rights of migrants in Armenia through social media, and other digital information materials. The incumbent will work to support enhanced visibility and documentation efforts that contribute to IOM Armenia's overall communications efforts and brand.

Core Functions / Responsibilities:

- Communicate with the IOM Armenia Programme Manager to follow up project updates and coordinate with the project team if necessary.
- Assist in digital content and post creation for Mission's social media accounts and website, as well as scheduling social media posts according to the adopted strategy.
- Assist in the coordination of public awareness and advocacy campaigns with IOM Armenia project team, partner organizations and relevant stakeholders.
- Assist in preparation of the donor or institutional periodic reports.

- Gather, prepare and disseminate public information on activities related to migrant human rights.
- Assist with translating social media posts into Armenian /English and respond to Armenian messages and comments received on Facebook, Twitter and Instagram. Assist in translating human interest stories to/from English from/ into Armenian and in editing Armenian content in some deliverables.
- Support in implementing IOM's branding policy: Ensure that all reports, info sheets, banners, and other products are produced in line with IOM graphic guidelines for the projects implemented in Armenia and implement donor visibility guidelines.
- Support organization of the public events, and assist in drafting press briefing notes, news stories and images showing IOM's work in the country.
- Assist with other communications-related tasks as needed such as photography, coordinate getting human interest stories, and event implementation.
- Monitor the partner institution's and donor's social media pages.
- Support the publication, distribution, and tracking of the IOM Armenia monthly programmatic updates (both digital and print versions) and other relevant products.
- Assist in drafting news articles for the Mission's website in coordination with the Project Coordinator and update the website with relevant information in coordination with the ICT and Information Management Units.
- Assist in implementing communications and public relations activities of IOM Armenia.
- Ensure a proper and regular distribution of IOM visibility materials to partners, diplomatic missions and other relevant institutions in Armenia.
- Assist with research into social media advertising and monitoring of success rates.
- Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Communication Arts, Development Studies, Behavioural Sciences, International Studies, or a related field from an accredited academic institution, with at least two years of relevant professional experience

Experience

- Proven knowledge in media and communications,
- Excellent writing skills in a number of different styles/tones including impeccable spelling and grammar in Armenian and English,

- Strong working knowledge of Microsoft Word, Excel, Power Point and other Microsoft applications,
- Strong understanding of new and evolving technologies and digital platforms,
- Proven strong organizational skills and practical experience of how-to multi-task, prioritize and work independently,
- Knowledge of donor reporting guidelines a plus,
- Working experience in development or humanitarian environment is desirable.

Languages

Required: Fluency in **English** and **Armenian** is required.

Desirable: Russian.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

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

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

Core Competencies – behavioural indicators *level 1*

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their CV-s and cover letters to HRIOMArmenia@iom.int with subject line "Communications Assistant G4" by September 19, 2021 at the latest.

Only shortlisted candidates will be contacted.

Posting period:

From 01.09.2021 to 19.09.2021.