

Position Title : **Media & Communication Officer**  
Duty Station : **Abuja, Nigeria**  
Classification : **Professional Staff, Grade P3**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **18 July 2023**

*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](http://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; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Grenada; 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; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Uzbekistan; Vanuatu*

Second tier candidates include:

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

### **Context:**

Under the direct supervision of the Chief of Mission and in coordination with the Programme Development Coordinator, Programme Support Officer, the Head of Sub-offices and in collaboration with the Regional Media and Communications Officer in RO Dakar and the Head of the Media and Communications Unit in Geneva, the successful candidate will be responsible for developing, managing, coordinating and ensuring the implementation of communications, public information (PI) and media-related activities and strategies to promote an accurate narrative on migration in the media, among the UN and other IOM key partners as well as the general public.

### **Core Functions / Responsibilities:**

1. Develop and ensure the implementation of IOM Nigeria internal and external communications strategies, in line with the Organization's guidelines and donor requirements, to promote an accurate narrative on displacement, migration, and other issues central to IOM with the media, public, donors, the UN and other key partners.
2. Develop and manage the project visibility and communications plan in line with donor requirements, while liaising with donor communications focal points and providing them with regular advice, updates and information.
3. Prepare relevant communications content produced by IOM Nigeria in a proactive manner, including stories, blogs, video and social media content and provide timely editorial advice and guidance on whether they are best suited for publication on national, regional or global IOM platforms, working with the relevant communications teams at each level.
4. Prepare and/or contribute to the development of content for communications campaigns at a national, regional, and international level, including for relevant UN Days.
5. Strengthen and maintain IOM Nigeria online presence, including through its social media accounts and website, to increase the impact of IOM Nigeria digital outreach.
6. Establish and strengthen links with local, regional and international media to promote the work of IOM in Nigeria, in coordination with the RO and MCD/HQ.
7. Prepare key messages, statements, talking points and other relevant background documents for IOM use.
8. Manage the work of the graphic design team for the development of internal and external products, including donor updates, infographics and situation reports, ensuring high quality outputs that follow IOM brand guidelines.
9. Engage with the UN Country Team Communication Group and other relevant actors and substantively participate in the development of media messages on key issues and collaboratively work on campaigns and issues of joint concern.
10. Develop training materials, ensure the delivery of training to team members, other units and field teams and provide advice and assistance to field teams in media and communications matters to increase IOM Nigeria communications capacity.
11. Lead field duty travel to ensure photographs and video footage are obtained, as well as material for multi-media content showcasing the humanitarian situation and work being undertaken by IOM in the field.
12. Ensure that audio and visual media content being collected by IOM Nigeria includes appropriate informed consent and is captured and stored according to the organization's digital library and data protection protocols, and take prompt action to address issues.
13. Keep abreast of global migration-related developments and processes in the UN system, assess information on displacement, migration and humanitarian developments and emerging issues, and provide advice for the development of IOM related media position.
14. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience:***

#### **Education**

- Master's degree in Journalism, Communications, Marketing, Development, International

Relations, or a related field from an accredited academic institution with five years of relevant professional experience; or

- University degree in the above fields with seven years of relevant professional experience.

## **Experience**

- Experience in leading and managing the digital communications and social media activities for an organization.
- Proven experience in corporate writing and editing.
- Experience in managing donor visibility.
- Experience establishing and liaising with the media, preferably in the region.
- Experience in humanitarian communications; and
- Experience working in the region and/or in an emergency setting an advantage.

## **Skills**

- Sound knowledge and understanding of migration issues, including the importance of promoting social cohesion and migrant inclusion.
- Excellent liaison and networking skills with government agencies, donor, and INGOs/NGOs;
- A high level of personal commitment, efficiency, flexibility, drive for results, respects for diversity, creative thinking.
- Ability to establish priorities and undertake assigned tasks with minimum supervision and maintain composure under pressure.
- Ability to manage workload within general schedule of work, instructions, and standard practices.
- Excellent interpersonal skills and demonstrated ability to work effectively in a team environment.
- Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Ability to prepare and present clear and concise technical reports in English in timely manner; and
- Proficiency in Microsoft Office tools like (word-processing, spreadsheet, database, e-mail).

## **Languages**

IOM's official languages are English, French, and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge of other UN languages 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**

<sup>1</sup> 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.

### **Managerial Competencies** – behavioural indicators level 2

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

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](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 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 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 18 July 2023 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](http://www.iom.int/recruitment)

***Posting period:***

From 05.07.2023 to 18.07.2023

***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 2023 279 Media & Communication Officer (P3) Abuja, Nigeria (58235694) Released  
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