

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Communication Associate**
Reference No : **SVN_UG_003_2024**
Duty Station : **Kampala, Uganda**
Classification : **G-5**
Type of Appointment : **SST Graded, 6 Month with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **13th June 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 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

Organization Context and scope:

Under the overall supervision of the Chief of Mission and the direct supervision of the Public Information Officer, the successful candidate will be responsible for developing communications and multimedia materials on IOM's work in Uganda. The incumbent will be performing the duties below:

Core Functions / Responsibilities:

1. Support the development and implementation of IOM's communication guidelines and strategy, under the guidance of the Public Information Officer.
2. Participate in the development and packaging of information and promotional materials on IOM's work for external audiences (e.g. videos, stories, brochures).
3. Conduct field visits to draft and produce communications materials (e.g. human interest stories, photos, videos) for use in IOM internal and external communication channels.
4. Under the guidance of the Public Information Officers, support the development and/or formatting of internal communications materials, including templates, national press briefs, documents, reports, graphics, etc.

- 5 Support the Public Information Officer in routine capacity building, mentorship and coaching for other external partners to improve the quality of audiovisual documentation.
- 6 Monitor and, in consultation with the Public Information Officer, update and moderate the Mission's website and social media accounts, bringing any queries to the attention of relevant colleagues.
- 7 Collect and analyze metrics for IOM social media in the region to gauge reach, engagement and other performance measures and draft reports to help enhance the performance of IOM on key social media platforms.
- 8 Support event planning and implementation.
- 9 Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Journalism or Communication, development communication, social sciences, or a related field from an accredited academic institution, with three years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with five years of relevant professional experience.

Experience

- Proven experience in journalism, media, and public information /communications work preferably in the development and humanitarian sector.
- Experience in designing publications, developing promotional materials, such as newsletters, reports and infographics, is an advantage.
- Experience in covering public events, creating human interest stories, photo essays and video stories.
- Strong familiarity with using and publishing on social media networks.
- Experience in translating documents and meetings between the above three languages is an advantage.
- Willingness to assume duties and responsibilities in all aspects of media and communications, as needed.

Skills

- Excellent writing and editing skills, including for news/press releases, human interest stories, speeches etc.
- Proven photography and videography skills,
- Managing social media accounts of reputable organizations
- Strong preference will be given to candidates with excellent command in the use of Adobe Premier Pro, Photoshop, Lightroom, Audition and/or Illustrator, InDesign.

Languages

- Fluency in English, French, and Spanish.

Required Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain 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 – Behavioral 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.

How to apply:

For an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to huganda@iom.int no later than 13th June 2024 Reference Number and Position Title (SVN_UG_003_2024 – **Communication Associate**) should be specified in the SUBJECT field.

Required: After sending your application through huganda@iom.int. **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using this link: [Prescreening form for Communication Associate](#)

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

Posting period: From 31st May 2024- 13 June 2024