



Organisation internationale pour les migrations (OIM)
L'organisme des Nations Unies chargé des migrations

VACANCY NOTICE

IOM TUNISIA: VNTN2022-044

Media and Public Information Assistant

The UN agency for Migration – IOM Tunisia is looking for a **Media and Public Information Assistant** G5 according to the terms of reference stipulated below. Apply via [Success Factor](#) before **18/11/2022**.

Please note that only short-listed candidates will be contacted

Position Title:	Media and Public Information Assistant
Duty Station:	Tunis, Tunisia
Classification:	G5
Type of Appointment:	One Year Fixed Term contract (12 months with the possibility of extension)
Estimated Start Date:	ASAP
Reference Code:	VNTN2022-044

Organizational Context and Scope:

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

Under the overall supervision of the Chief of Mission (CoM) in Tunisia and the direct supervision of the Deputy Chief of Mission in Tunisia, the incumbent shall be responsible for carrying out external communications, media relations, and public information functions. The successful candidate will assume the functions and the following responsibilities:

Core Functions / Responsibilities:

1. Gather, prepare, and disseminate public information on IOM activities in Tunisia, and assist in developing standard media messaging and lines to address key migration issues.
2. As requested, write, edit, and produce public information material for IOM's newsletter, press briefing notes, website, social media, and other media outlets.

3. Assist with drafting, implementing, and monitoring Standards Operating Procedures to be used between the projects, partners, and beneficiaries in the context of project activities which entail communication and outreach.
4. Assist with effective implementation of outreach activities in Tunisia, including updating the content of the mission's website and social media pages.
5. Identify the target audiences and the best means and messaging to reach different stakeholders and audiences.
6. Assist with conducting a media stakeholder analysis to identify relevant media partners, including press, radio, and TV
7. Assist in creating messages and visuals elements for outreach activities in line with strategies and close cooperation with IOM's implementing partners
8. Closely monitor the implementation of the mission's outreach campaigns, identify constraints, and advise on possible implementation delays or hindrances to the full achievement of the project's goals.
9. Support with communication efforts to ensure current and potential IOM beneficiaries are reached and benefit from IOM's activities.
10. Support in liaising with media outlets.
11. Support IOM in all public information activities, including the draft of press briefing notes (PBN) in coordination with the Deputy Chief of Mission and relevant project staff and their further dissemination among national media.
12. Organize and participate in events, meetings, and training with key stakeholders to coordinate and promote IOM activities.
13. Support in the preparation of external meetings and events (including talking points and speeches/presentations).
14. Support to ensure that the mission's planned outreach activities are in line with IOM's media and visibility guidelines.
15. Prepare regular internal updates on key activities and achievements by the mission to be disseminated to all IOM Tunisia staff.
16. Perform any other tasks that the supervisor may assign.

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.

Required Qualifications:

Education & Experience & skills:

- University degree in Communication, Media, Journalism or in any related field.
- Minimum of 3 years of experience in developing and implementing communications strategies, action plans and performance monitoring frameworks, preferably in the field of migration
- Good knowledge of a range of applications and software, including social media platforms, content, and Microsoft Office.
- Excellent written and oral communications skills in Arabic, English, and French.
- Ability to work independently in a multi-task and multi-deadline environment.
- Excellent organizational and prioritization skills, setting goals and timelines and working on deadlines.
- Ability to work and communicate effectively with government officials, media outlets, and with a variety of people and organizations, both internally and externally.
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds
- Experience in capacity enhancement activities
- Experience in devising campaign, promotion, graphic, and visibility material

Languages:

Fluency in French, Arabic, and English (written and spoken) is required.

Other:

- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Vaccination against COVID-19 is required. This will be verified as part of the medical clearance process.

ADDITIONAL INFORMATION:

- Incomplete applications will not be considered. Applications received after the closing date will not be accepted.
- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- The list of accredited institutions can be found at <https://www.whed.net/home.php>

Posting period:

- **From 10/11/2022 To 18/11/2022.**