



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2023/084**

Position Title : **Communication Assistant (PSU)**

Duty Station : Maputo, Mozambique

Organization Unit : PSU

Classification : **General Service, G-4**

Type of Appointment : Special Short Term Graded Contract, 06 (six) months with possibility of extension.

Report to : Communications Officer (PSU)

Estimated Start Date : As soon as possible

Closing Date : **23 November 2023**

IOM is committed to a diverse and inclusive environment. For this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN.
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the SVN.

CONTEXT:

Established in 1951, the International Organization for Migration (IOM) is the leading inter-governmental organization in the field of migration and is dedicated to promoting humane and orderly migration for the benefit of all.

IOM Mozambique operates from its main office in Maputo as well as its sub-offices in Beira and Pemba and field offices in Nampula city. As of November 2022, active IOM programming

includes Migration Health, Migrant Protection and Assistance, Peacebuilding and Community Resilience, Immigration and Border Management, Migration Research and multi-sectoral emergency and recovery programming (Camp Coordination and Camp Management, Mental Health and Psychosocial Support, Protection, Shelter/NFI, Displacement Tracking Matrix, WASH and Health in Emergencies) related to natural disasters, such as cyclone Gombe, as well as the displacement in northern Mozambique due to the situation of insecurity in Cabo Delgado province. IOM is closely working with the Government of Mozambique and has been providing technical support and assistance to the Government since 1994.

Under the overall supervision of the Programme Manager (PSU) and direct supervision of Communication Officer (PSU) , the successful candidate will support various communication and visual design needs of IOM Mozambique, ensuring the delivery of high-quality communication materials that effectively convey key messages and enhance the organization's visibility, information, and advocacy initiatives.

RESPONSIBILITIES AND ACCOUNTABILITIES

1. Content Development: Assist in creating compelling written and visual content for various communication channels, including press releases, articles, social media posts, infographics, and multimedia materials.
2. Social Media Management: Support the management of IOM's social media accounts by posting updates, engaging with the audience, and monitoring online discussions related to migration, development, and humanitarian issues.
3. Multimedia Support: Collaborate with the Communications team to produce multimedia content, including photo and video documentation of IOM activities and events. Additionally, a strong piece on durable solutions should be created.
4. Website Maintenance: Assist in updating and maintaining the organization's website, ensuring that content is accurate, up-to-date, and visually appealing.
5. Event Support: Provide support in organizing and promoting events, workshops, and campaigns.
6. Database Management: Maintain an organized database of communication materials, photographs, and other media assets.
7. Internal Communications: Facilitate internal communication efforts within the organization. Coordination with Units: Liaise with various units within the organization to identify communication needs and provide support accordingly.
8. Reporting: support the draft of Pemba's monthly report.
9. Responsibilities also include providing support for any other tasks as needed.

EDUCATION

- University degree in Journalism, Audiovisual Production, Mass Media Communications or Public Information or a related field from an accredited academic institution with two years of relevant professional experience, or
- Completed High school degree with four years of relevant professional experience, preferably within International Humanitarian Organizations.

EXPERIENCE

- Minimum of three years of progressively responsible professional work experience in communications and project implementations.
- Experience in international journalism, including coverage of international organizations. Experience in using social media platforms for professional purposes.
- Previous experience in communications, media, or public relations is an advantage.
- Exposure to IOM's institutional setting and or other international organizations and familiarity with IOM branding guidelines is an advantage.

SKILLS

- Strong writing and editing skills, with the ability to convey complex information in a clear and concise manner.
- Online communication and social media skills.
- High level of professionalism and ability to work under pressure and adhere to strict deadlines in a complex and fast changing environment.
- Basic knowledge of graphic design and multimedia software is desirable.
- Knowledge of migration and humanitarian issues is a plus.
- Strong attention to detail and ability to work independently.
- Good communication and collaboration skills.

LANGUAGES

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in **English** is required (oral and written).

REQUIRED COMPETENCIES

IOM's competency framework can be found at [this link](#). Competencies will be assessed during the selection process.

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.
- 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 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 – behavioral indicators (Level 2) (applicable only if position is with direct reports)

- 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.

How to apply

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter clearly specify suitability and availability date.
- b) Detailed curriculum vitae, including skype user ID, phone number, historical salary and minimum three referees (preferably former direct supervisors).

IOM only accepts duly completed applications submitted through the IOM online recruitment system, through the link below:

- [VIEW THE INTERNAL JOB POSTING](#)
- [VIEW THE EXTERNAL JOB POSTING](#)

No Fees:

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

Requisition: SVN/MZ10/2023/084 Communication Assistant (PSU)

(G-4) Maputo, Mozambique

Posting Channel: Internal and external Candidates.

Posting period: from 09.11.2023 to 23.11.2023