



International Organization for Migration (IOM)  
The UN Migration Agency

## VN 2022-29 Communications and Media Officer

### Open to Internal and External Candidates

Position Title : **Communications and Media Officer**  
Duty Station : **Brussels, Belgium (Regional Office)**  
Classification : **National Officer, Grade NO-A**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **1 November 2022**

Closing Date : **26 September 2022**

*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 overall guidance of the Head of the Policy and Programming Support Division (PPSD) and the direct supervision of the Regional Media and Communications Officer and Spokesperson, and in collaboration with Media and Communications Unit (MCU) in Geneva, the staff member will contribute to the formulation and implementation of communications and media strategies to promote IOM and its work, and to raise awareness of migration issues in the region. S/He will provide support to the IOM Regional Office (RO) Brussels internal and external communications, external engagement, and contribute to ensuring the quality and consistency of communications and public information in the region.

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

1. Contribute to the development and implementation of strategic communication and media strategies, and visibility plans for the Regional Office.
2. Provide specialized support to the Regional Media and Communications Officer and Spokesperson, senior officers and staff in RO Brussels, HQ and country offices in the region in the production and delivery of communications materials, services and through the use of innovative tools to promote the activities of the RO and IOM in the region.

3. Provide editorial and technical assistance to field missions in key aspects of media and communications, and undertakes duty travel to support regional visibility, the production of communications materials, and liaison with donor counterparts.
4. Produce and edits external content, including articles and IOM press briefing notes for the Regional Office, and support country offices in the drafting and publication of their press briefing notes, stories, articles, and audio-visual content.
5. Support the Regional Media and Communications Officer and Spokesperson with relations with international media and other stakeholders in Brussels to promote the work of IOM and to better position the Organization as a point of reference for public information on migration.
6. Support coordination and contribute to drafting of institutional press lines, messaging and background information to support IOM's regional and global response to media as well as internal and external message coherency on EU and regional migration developments and policy issues.
7. Support the organization and management of outreach events and initiatives designed to raise IOM's visibility in Brussels and in the region and represents IOM when requested at events that contribute to the Organization's visibility.
8. Responsible for regional knowledge management of RO Brussels' communications and media information and promotes coordination, collaborative exchange and information sharing among IOM public information focal points on all aspects of communications in the region.
9. Support the Regional Media and Communications Officer and Spokesperson when requested in liaising and collaborating with communications and media counterparts in the EU, governmental and non-governmental partner agencies, including participation in the regional UN communications group, and working with UNRIC and UN agency counterparts to develop and implement joint campaigns and visibility events.
10. Contribute to the management of the RO Brussels' website, and contribute regular, high-quality, strategic content to RO Brussels' website and social media account(s).
11. Support the Regional Media and Communications Officer and Spokesperson in promoting and implementing IOM and UN information, awareness, and perception change campaigns, and supporting HQ/MCD as necessary.
12. Perform any other duties as may be required.

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

#### **Education**

- Bachelor degree in Communications, Journalism, Political or Social Science, International Studies or another relevant field from an accredited institution with minimum 2 (two) years of relevant professional experience is required.
- Master degree in the above fields with relevant professional experience in an international environment is an advantage.

## Experience

- 5 (five) years of experience in migration and policy related issues is a distinct advantage
- Experience in journalism and/or working with the media;
- Demonstrated high competency as a writer, editor in English.
- Excellent communication, presentation and interpersonal skills as well as strong strategic and creative thinking;
- Solid/Demonstrated experience in drafting policy documents and concept papers and/or developing institutional strategic documents;
- Familiarity with international organizations;
- Experience in dealing with diverse counterparts from government and UN agencies and civil society and think-tanks;
- Knowledge of graphic design, web, social media and video production;
- Experience in supervising staff is desirable

## Languages

Fluency in English and good working knowledge of French are required.  
Knowledge of Spanish is desirable.

## ***Required Competencies***

### 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 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 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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

## ***How to apply:***

Interested candidates are invited to submit their applications –**Questionnaire on Mandatory Requirements** (page 5), **CV and Cover Letter**– to [IOMBrusselsApplications@iom.int](mailto:IOMBrusselsApplications@iom.int) by **26 September 2022 23:59** at the latest, referring to this advertisement in the subject line (VN 2022-29 Communications and Media Officer).

In order for an application to be considered valid, IOM only accepts applications duly completed. **Only shortlisted candidates will be contacted.**

## ***Posting period:***

From 12.09.2022 to 26.09.2022



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## Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

### VN 2022-29 Communications and Media Officer NOA, RO

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#### **Education**

Do you have the education:

Bachelor degree in Communications, Journalism, Political or Social Science, International Studies or another relevant field from an accredited institution.

yes  no

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#### **Language**

Do you have the required knowledge in:

English (fluency) yes  no

French (working knowledge) yes  no

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#### **Professional Work Experience**

2 years of relevant working experience yes  no

5 years of experience in migration and policy related issues (desirable) yes  no

Experience in journalism and/or working with the media (desirable) yes  no

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#### **Other**

For non-EU citizens only:

Are you currently holding a valid residence and work permit for Belgium?

yes  no

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Date:

Name:

Signature: