



IOM International Organization for Migration

## **Open to Internal and External Candidates**

### **VACANCY NOTICE**

**-Multiple positions-**

Position Title : **Outreach Assistant**  
Duty Station : **Berlin, Germany**  
Reference Code : **VN-DE1-2020-18**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **One-Year Fixed Term Contract (40hrs/week)**  
Estimated Start Date : **As soon as possible**  
Closing Date : **30 October 2020**

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.

#### ***Context:***

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Senior Outreach Assistant, the successful candidate will support the outreach activities of IOM Germany and be responsible for the following tasks:

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

1. Provide information and technical inputs for the development of an outreach and social media strategy. participate in the elaboration of an outreach action plan in close coordination with the immediate supervisor;
2. Assists in the organization of events (both offline and online);
3. Assist in the production of editorial and visual content;
4. Supports the Outreach team in the coordination and implementation of activities;
5. Assists in the continuous monitoring of the conducted activities through the collection of quantitative and qualitative data;
6. Assists in the evaluation of the implemented outreach activities;
7. Supports in the development and distribution of outreach material to relevant stakeholders and migrants;
8. Maintains contact with relevant stakeholder, organizations and others in regard to developed activities;

9. Responds to general requests and inquiries of internal and external partners and ensures proper follow up and actions;
10. Assists in day-to-day project management task, including administrative duties;
11. Performs any other duties that may be assigned by the immediate supervisor and/or CoM.

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

### **Education**

- University degree in Political or Social Sciences, Public Administration, International Relations, Information/Communication Sciences or a related field from an accredited academic institution, with two years of relevant professional experience, preferably in similar roles;

OR

- Completed High School degree from an accredited academic institution, with four years of relevant professional experience, preferably in similar roles.

### **Experience and Skills**

- Working experience in the field of media and communications
- Experience in the field of target group communication and information dissemination;
- Experience in organizing events (offline and online)
- Experience in the professional usage of social media and online marketing
- Experience with graphic design and/or video editing programmes is desirable.
- Strong Communication skills
- Strong organizational skills, including experience contributing to the management of projects
- Able to multi-tasks, prioritize and work independently
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint as well as Outlook is required

### **Languages**

Fluency in English and German. Knowledge of another official IOM language (French, Spanish) is an advantage.

## ***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.

IOM's competency framework can be found under the following [link](#).

### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The appointment will be subject to certification that the candidate is medically fit and verification of residency, visa and authorizations by the concerned Government, where applicable.

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

### **How to apply:**

Interested candidates are invited to submit their applications including a cover letter (not exceeding one page), CV and relevant certificates and references by email at [HRDGermany@iom.int](mailto:HRDGermany@iom.int).

Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

### **Posting period:**

From 16 October 2020 to 30 October 2020.

**Contact:**

International Organization for Migration / Germany  
Human Resources Team  
Farida Farid  
Email: [HRDGermany@iom.int](mailto:HRDGermany@iom.int)