

## Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Associate (Online Marketing/ Graphic Design)**  
Duty Station : **Berlin, Germany**  
Reference Code : **VN- DE1-2023-05**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **One Year Fixed-Term Contract – duration 12 Months, with possibility of extension (40hrs/week)**  
Estimated Start Date : **As soon as possible**  
Closing Date : **26 March 2023**

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.

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.

### SECTION 1

## Organizational Context and Scope

IOM Germany's outreach team is part of the policy and project support unit. Its objective is to inform migrants and actors who work closely with migrants about IOM's programmes and activities, both in Germany and in countries of origin. The outreach team notably develops informational materials for dissemination through social media campaigns to reach migrants and inform them about support options available through IOM Germany, as well as to raise awareness in countries of origin (CoO) on topics related to migration pathways.

Under the overall supervision of the Chief of Mission (CoM) in Germany and direct supervision of the Senior Outreach Assistant, the incumbent will be responsible and accountable for the development of visual informational materials and support in the dissemination of these materials in Germany and CoO by using the latest social media and search engine tools.

## SECTION 2

### Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities, including support in the development of an outreach strategy to reach migrants in Germany and in CoOs and other actors IOM collaborates with, particularly through social media
2. Retrieve, compile, summarize, and present information/data on specific project topics and provide technical advice and content guidance to increase the visibility and accessibility of the data among target audiences by using appropriate technical online solutions, in particular social media and search engine advertising
3. Assist in the design and production of communications materials and in the production and editing of videos
4. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation on IOM Germany's projects
6. Support with the production of content and visibility material for events and online marketing campaigns
7. Respond to general information requests and inquiries; set up and maintain files/records
8. Perform any other duties as assigned by the immediate supervisor and/or CoM.

## SECTION 3

### Required Qualifications and Experience

#### EDUCATION

Bachelor's degree in Marketing, Communications, Visual Arts, Graphic Design, Art and Design or a related field from an accredited academic institution, with at least two years of relevant professional experience, preferably in similar roles

Or

Completed High School degree from an accredited academic institution, with at least four years of relevant professional experience in related field.

#### EXPERIENCE AND SKILLS

- Work experience in media and communication, particularly social media
- Work experience in social media and search engine advertising

- Work experience in the production of printed media, infographics, illustrations and visuals for social media
- Work experience in video production
- Experience in supporting project management activities including administrative support is an advantage
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations is an advantage
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups is an advantage
- Knowledge and experience on migration with a focus on Assisted Voluntary Return and Reintegration (AVRR) is an advantage
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage
- Strong communication skills
- Strong organizational skills, including experience contributing to the management of projects
- Able to multi-task, prioritize and work independently
- Demonstrated proficiency with the Adobe Creative Cloud software package, particularly InDesign, Photoshop, and Premiere Pro or demonstrated proficiency in managing a website is an advantage
- Demonstrated proficiency with social media and search engine advertising
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint as well as Outlook is required.

#### SECTION 4

### Languages

#### REQUIRED

Fluency in English and German is required.

#### DESIRABLE

Knowledge of another language (Urdu, Kurdish, Arabic, Russian) is an advantage.

## SECTION 5

### Competencies

■ The incumbent is expected to demonstrate the following values and competencies:

**VALUES** - All IOM staff members must abide by and demonstrate these five 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 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 actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

## SECTION 6

### Other

IOM is committed to a diverse and inclusive environment.

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

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 [iomdejobs@iom.int](mailto:iomdejobs@iom.int).

**Please indicate your name, reference code and position title in the email subject.**

Due to the large volume of applications, only shortlisted candidates will be contacted.

### Posting period:

From 10 March 2023 to 26 March 2023.

### Contact:

International Organization for Migration / Germany

Human Resources Team

Christopher Wilson

Email: [iomdejobs@iom.int](mailto:iomdejobs@iom.int)