

## Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Media and Communication Coordinator**  
Duty Station : **Berlin, Germany**  
Reference Code : **VN-DE1-2022-24**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **One Year Fixed-Term Contract – 12 Months (40hrs/week),  
with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **1<sup>st</sup> JULY 2022**

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.

### ***Context:***

Under the direct supervision of the Chief of Mission (COM) and in close coordination with the Head of Project Management, the Project Managers and relevant RM units, with relevant units in the Regional Office in Brussels and at Headquarters (HQs), the incumbent is responsible for media and public relation, internal and external communication activities and implementation of media and communication projects at IOM Germany.

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

- Represents IOM to media and the general public as well as to national and international counterparts, civil society organizations, etc. in order to inform on IOM's activities and objectives and to increase the visibility.
- Acts as media focal point for IOM in Germany, answers press requests and conducts/facilitates media interviews on behalf of IOM and in coordination with the supervisor.
- Drafts press releases and organizes media briefings, contributes to official lines to take, and prepares press monitoring.
- Maintains an effective working relationship with media representatives and press departments and external counterparts.

- Coordinates the online presence of IOM Germany and implements a social media strategy for IOM Germany.
- In coordination with the Project Managers and Head of departments, organizes the preparation of information and outreach materials for external communications and for internal communications as well as the distribution of organizational and project-related materials, publications, reports, and materials to relevant stakeholders.
- Assist the supervisor in the development and implementation of a coherent communication strategy for IOM in Germany and explores opportunities of developing new communication activities in order to promote IOM's work, expertise, and capacity in Germany.
- In coordination with Project Managers and RM units, develops and implements media and communication activities within projects including drafting proposals and coordination with donors.
- Informs the CoM, RO, and HQ about communication issues and about media reporting regarding relevant developments and trends in the field of migration and in preparing regular briefing materials.
- Provides inputs with regards to media and communication for the COM and participates in meetings and working groups with regional, national, and international partners related to the field of responsibilities.
- Supervises and administers subordinated staff member.
- Perform any other duties as may be assigned by the COM.

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

#### **Education**

- University degree in Communication and/or media sciences, International Relations, or a related field from an accredited academic institution, with at least four years of relevant professional experience, preferably in similar roles.

#### **Experience and Skills**

- Strong communication skills including experience related to media and communication and to represent to media, general public and counterparts.
- Knowledge of German and EU institutions and German and EU migration policies as well as on migration with a focus on AVRR is an asset.
- Previous work experience in the field of media on national as well as international level.
- Organizational skills including experience in the management of media projects.
- Excellent writing and reporting skills in English and German.
- Experience in standard CMS, graphic design programmes and usage of social media
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

## Languages

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

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and 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.

### **Managerial Competencies** – behavioural indicators *level 2*

- 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: work strategically to realize the Organization's goals and communicates a clear strategic direction.

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

***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 [HRDGermany@iom.int](mailto:HRDGermany@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 17.06.2022 to 01.07.2022

***Contact:***

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