



### Open to Internal and External Candidates

Vacancy Notice Number : **VN #BLR/2024/08**  
Position Title : **Communications Assistant**  
Duty Station : **Minsk, Belarus**  
Classification : **General Service Staff, G-5**  
Type of Appointment : **Special short-term contract, six months with possibility of extension**

Closing Date : **01 August 2024**

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.

#### **General Functions:**

*Under the overall and direct supervision of the Chief of Mission, the incumbent will provide public information and communication support to the mission as well as management of social media of the Mission and provide assistance support to COM.*

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

- Implement communications activities in line with IOM guidelines and donor requirements thereby contributing to an accurate narrative on migration and other issues central to IOM;
- Provide technical support to project units with the implementation of project visibility and communications plans in line with donor requirements;
- Create and design communications content for public information materials in line with IOM guidelines (e.g., brochures, videos, social media);
- Support the maintenance of the mission website and regularly update profiles on social media networks (Facebook, Twitter, YouTube);
- Conduct regular media monitoring and prepare reports or political updates for senior managers;

- Maintain an updated media contact list and coordinate media coverage of important events with external stakeholders;
- Draft press releases and other information materials for internal and external use for the Regional Office or the supervisor's review;
- Advise the COM on innovative ways to enhance visibility of IOM's global activities and raise awareness on migration in Belarus;
- Assist in liaising with the UN Country Team, the IOM Regional office and IOM Headquarters to work together on campaigns and issues of joint concern;
- Arrange appointments and manage the Chief of Mission's calendar. Prepare meeting briefs on matters to be considered prior to scheduled meetings;
- Liaise with private sector with the view to engage business to the Mission's activities as Private Sector Focal Point;
- Graphically design PI materials according to IOM established standards and with innovative approaches to enhance visibility and impact;
- Assist in project implementation on PI and related matters.
- Perform such other duties as may be assigned.

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

- Bachelor's degree in Communications, Information & Communication Technology, Social Sciences, International Relations, or International Development from an accredited academic institution with three (3) years of relevant professional experience;
- Experience in the usage of graphic design tools and MS office software packages (MS Word, Excel & etc.), especially MS Publisher and knowledge of spreadsheets. Demonstrated proficiency in Microsoft Office 365 (Excel, Word and PowerPoint);
- Knowledge and experience working with IOM or any UN Agencies is an advantage;
- Strong background in media and communications tools with an emphasis on communications campaigns;
- Previous experience in developing communications materials and engaging diverse stakeholders.

### ***Languages***

English – fluent /written and spoken

Russian – fluent /written and spoken

### ***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 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.

**Other**

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

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

**How to apply:**

All interested applicants are kindly invited to send their Cover letter in English and IOM Personal History Form (contains name and contact information of three referees) to [tmrholina@iom.int](mailto:tmrholina@iom.int) by 01 August 2024 latest, referring to this advertisement in the subject line of your message.

Please note that only shortlisted candidates will be contacted.

**Posting period:**

From 18.07.2024 to 01.08.2024