



IOM International Organization for Migration

CALL FOR CVS

Open to Internal and External Candidates

Position	: INTERN (FMM/Public Information & Communication)
Organizational Unit	: Support To Free Movement Of Persons & Migration In West Africa (FMM)
Duty Station	: Abuja
IOM Classification	: Internship (NGN 97,361.00 per month)
Type of Appointment	: Internship
SVN No.	: CFCV2018/17
Estimated Start Date	: As soon as possible
Closing Date	: 1st May, 2018

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:

Within the project "Support to Free Movement of Persons & Migration in West Africa (FMM)", funded by the European Union, the Non-State Actors (NSA) Fund is designed to promote the active engagement of Non-State Actors and local authorities in information and protection activities for the benefit of migrant and cross-border populations in West Africa. The projects selected under the NSA Fund have public awareness and public sensitizations activities as major activities under the project.

FMM West Africa is implementing a Regional public information and Communication strategy, public awareness and sensitization activities on Free Movement and Migration in fifteen (15) ECOWAS members' states. The regional public information and sensitization strategy on Free Movement and Migration in ECOWAS Region is intended to be implemented in coordination with both the Free Movement & Tourism and the Humanitarian & Social Affairs Directorates of ECOWAS Commission, while the public awareness campaigns and public sensitizations activities falls under the selected projects implemented by the Non – State Actors and local authorities in the ECOWAS Region. Based on this strategy, public awareness campaigns, tools/knowledge products and materials will be designed and launched in the ECOWAS Region.

For this purpose, the FMM West Africa is seeking a Public Information and Communication (Intern) to work with the NSA Fund team to support the implementation of the activities related to Public Information and Communication strategy; public awareness and sensitization activities in each of the NSA Fund projects. The Public Information and Communication (Intern) will work under the overall supervision of the Deputy Chief of Mission and Programme Manager (FMM) and the direct supervision of the NSA Fund Coordinator.

Core Functions / Responsibilities:

1. Assist in the development and implementation of NSA Fund communication strategy and action plan;

2. Support the implementation of the activities related to Public Information and Communication Strategy;
 3. Assist in Photography, archiving and monitoring media coverage for quarterly press release, media products, flash reports and briefings;
 4. Support social media campaigns, assisting in designing infographics and visuals;
 5. Support the formulation and production of NSA Fund publications including NSA Fund reports, project reports, newsletter, media products and other outreach materials;
 6. Assist and participate in image selection for public dissemination. Provide metadata for captioning and archiving purposes. Monitor multimedia developments and media production;
 7. Support media meetings, interviews with FMM West Africa, EU and ECOWAS commission and IOM;
 8. Support in organizing materials for workshops, conferences, award ceremony related to the public information strategy;
 9. Maintain a database of contacts lists of the stakeholders in each countries (e.g. media, government and non-government organizations, the private sector, donors, etc.);
 10. Collect information, prepare content for the Non – State Actors Fund web-page and Public Information Strategy webpage;
 11. Undertake activities to promote media coverage of issues/events relating to Non – State Actors projects;
 12. Initiate pro-active media outreach efforts; proposes and arranges press conferences/media coverage, disseminates materials and consults with press on approach/story angle and other information requests.
- 13.** Performing other relevant duties as may require.

Required Qualifications and Experience

- At least a Bachelor degree in Mass Communication or Master’s degree in communication, journalism, international relations, public administration or related field is required.
- Experience in communications/public relations required;
- Media experience is desirable;
- Experience in public information, journalism, international relations, public administration or related area is required;
- Experience with maintaining and editing content of websites or social media accounts or digital photographs is desirable;
- Experience working in UN international media environment is desirable;
- Demonstrated skills in film, photo and multimedia tools is desirable. Strong computer skills, proficiency in using relevant specialized computer applications (e.g. Adobe InDesign, Photoshop, Illustrator, Dreamweaver, After Effects, Acrobat, and other software applications) is desirable;
- Experience with maintaining and editing content of websites or social media accounts or digital photographs is desirable;
- Knowledge of Microsoft Office Word, PowerPoint and Excel is desirable;
- Good graphic design skills and demonstrated ability to independently design and produce high-quality graphic materials for varied print and digital media projects (e.g. posters, brochures, press kits, web pages, publication layout, etc).
- Good understanding of the ECOWAS Region at regional, national and local levels; good working knowledge with UN/ECOWAS/EU policies, structure, and procedures;
- Proven ability to operate in a team environment liaising with a diverse team;
- Excellent attention to detail;
- Ability to manage a varied workload and prioritize tasks, work under pressure and meet deadlines;
- Personal flexibility and high motivation preferably in with ECOWAS and local authorities.

Languages

Fluency in English; Fluency in French and/or Portuguese language is a requirement.

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

- Accountability - takes responsibility and manages constructive criticism;
- Client Orientation - works effectively with all clients and stakeholders;
- Continuous Learning - promotes continuous learning: communicates clearly;
- Takes initiative and drives high levels of performance management;

- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Teamwork - incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Professionalism - Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective campaign strategies and programmes, e.g. campaign management, media operations, audience outreach, message targeting. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to identify public affairs issues, opportunities and risks in an international environment. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Ability to produce a variety of written communications products in a clear, concise style. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Communications - Speaks and writes clearly and effectively, correctly interprets messages from others and responds appropriately, asks questions to clarify, and exhibits interest in having two-way communication, tailor's language, tone, style and format to match audience, demonstrates openness in sharing information and keeping people informed;
- Creativity - Offers new and different options to solve problems or meet needs to promote and persuade others to consider new ideas, takes calculated risks on new and unusual ideas.
- Personal flexibility and high motivation.

Other

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

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested Internal & External candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Tuesday, 1st May 2018**

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **CFCV2018/17. Abuja Internship (FMM)**.

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that this position is open to any Nigerian National applicants or ECOWAS Citizens legally residing in Nigeria only shortlisted candidates will be contacted.

Posting period:

From 18.04.2018 to 01.05.2018