



**International Organization for Migration (IOM)**

**The UN Migration Agency**

The International Organisation for Migration (IOM) is looking for **Media and Communications Specialist** within European Union Border Assistance Mission to Moldova and Ukraine (EUBAM), according to the Terms of Reference below, to start on **1 October 2023**.

Position Title:	<b>Media and Communications Specialist</b>
Duty Stations:	<b>EUBAM HQ, Odesa, Ukraine (temporary presence in Chisinau, Moldova)</b>
Type of Appointment:	<b>Service Contract</b>
Organizational unit:	<b>Media and Communication Office</b>
Expected duration of assignment:	<b>1 October 2023 - 30 November 2023, with possibility of extension</b>
Closing Date:	<b>1 September 2023</b>
Subscriber monthly fee:	<b>1820 EUR</b>

**Core Functions/Responsibilities:**

Under the guidance and direct supervision of the Media and Communication Officer and overall supervision of the Head of Mission the person contributes to visibility improvement and assists in smooth execution of communication functions of the European Union Border Assistance Mission to Moldova and Ukraine (EUBAM). The incumbent works in close collaboration with the National Finance Officer, National Administrative/Human Resources Officer and National Procurement and Logistics Officer of the EUBAM Administration for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with IOM programming, financial, procurement and administrative rules, regulations, policies, and strategies, as well as implementation of the effective internal control systems.

**Specific Functions:**

1. Develop Public Relations plans for ensuring the implementation of the EUBAM External Communication Strategy and its Annual Communication Plan.
2. Identify subjects/stories of interest pertaining to EUBAM efforts at the country or regional level and develop communications products.
3. Manage the Mission's content on the website and social media platforms.
4. Manage EUBAM visual identity, such as photographs, videos, press backdrops, etc.
5. Conceptualize a set of engaging materials for promoting EUBAM achievements, including audio-visual, photographic and printed materials.
6. Maintain regular contacts with PR officers of partner organization, media, governmental and non-governmental institutions, NGOs, academia, etc. Maintain an up-to-date database of contacts.
7. Respond to media and public enquiries, prepare briefing dossiers, and liaise with the press/media to advocate and disseminate information on EUBAM's work and organize press coverage for EUBAM activities.

8. Monitor national and appropriate international media and compile material for the daily media review.
9. Facilitate events such as receptions, open days and third-party events. Support and/or arrange visits to the Mission locations for the media, key international actors, etc.
10. Proactively liaise with other EUBAM units/teams as regards meetings or events that are newsworthy or that need support from the Media and Communication Office.
11. Provide informal translation and interpretation to/from English/Ukrainian/Russian for the Media and Communication Office as required.
12. Ensure due care of premises, equipment, vehicles (including their spare parts, consumables, keys etc.), supplies and other property that is entrusted to him/her.
13. Perform such other duties as may be assigned.

#### **Recruitment Qualifications:**

- Advanced university degree in journalism, public relations, communications, or other related fields;
- Four years of progressive experience in journalism, public relations, or communications;
- Previous working experience in an international organization, donor organization, consulting company or NGO is an advantage;
- Practical knowledge of formulating and implementing a communication plan;
- Demonstrated ability to use graphic design and video/photo editing software packages and manage social media accounts;
- Demonstrated ability to carry out press and information projects such as publication, editing and organization of events;
- Knowledge of the European Union – Republic of Moldova – Ukraine relations is an advantage;
- Comprehensive understanding of local/regional communications and networking with other organizations;
- Good analytical skills, ability to interpret information, identify and analyze problems, ability to evaluate concepts and procedures;
- Sound background in the design and procurement stage of visibility and promotional items production;
- Fluency in both oral and written English and Ukrainian (Russian, where applicable) languages is a must;
- Computer literacy (MS Word, Excel, PowerPoint, etc.);
- Ability to work with people of different nationalities, religions, and cultural backgrounds;
- Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities.

#### **NOTES:**

**Appointment is subject to budget availability and funding confirmation.**

Email your IOM Personal History form (<http://eubam.org/wp-content/uploads/2016/05/Personal-History-Form.xls>) and cover letter in English to the following email address [vacancies\\_ukraine@eubam.org](mailto:vacancies_ukraine@eubam.org). Please accurately submit all tabs in PHF.

**Please indicate the position you are applying for in the subject line of your message.**

Please consider that this is a full-time job appointment.

Female candidates are strongly encouraged to apply.

Closing date for applications **1 September 2023**; however, interested candidates are strongly encouraged to apply sooner.

Only pre-selected candidates will be contacted for an interview.