



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	National Communications Officer for the Caribbean
Position grade	NOA
Duty station	Roseau, Dominica
Position number	
Job family	Operations
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	15 March 2023
Reports directly to	
Number of Direct Reports	
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>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.</p> <p>Under the direct supervision of Coordination Officer for the Caribbean in close coordination with the Head of Office in Dominica and Regional Media and Communications Officer, the Communications Officer will be responsible for executing the following tasks:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"><li>1. In coordination with the Coordination Officer for the Caribbean and the Regional Media and Communication Officer, and in consultation with Media and Communication Focal Points in the Caribbean, facilitate the process to plan, develop, implement and monitor a regional, comprehensive communication strategy for the Caribbean.</li><li>2. Organize and coordinate the Caribbean Media and Communications Focal Points group, and participate in the development of a clear work plan of communication activities to increase the visibility of migration opportunities and IOM activities in the sub-region.</li><li>3. Under the supervision of the Regional Media and Communications Officer, help draft guiding and disseminating documents such as terms of reference and concept notes for the technical planning and execution</li></ol>	

of the different activities related to communication at the regional and national level.

4. In support of the respective Country Offices implementing the activities, technically review the programs' and projects' various products on communication, monitor and technically support with the follow-up on the deliverables of consultants hired for this purpose, as well as to the staff of the Program linked to the subject that requires it.
5. Coordinate with the relevant Country Offices the planning and execution of promotional and visibility campaigns for the programs' and projects' different products and pillars through advertising, public relations, and digital marketing .
6. Promote constant visibility of IOM in the established themes of programs and projects before the media and other key counterparts at the national, sub-regional and global levels, through newsletters, digital social networks, contact lists and other dissemination tools.
7. Help and provide technical guidance to Country Offices to develop campaigns and communication, awareness and information materials related to the activities of the programs, which use innovative media and combine the use of audio-visual and printed materials with artistic and promotional activities in line with target audiences and ensure wide dissemination, including the development of an annual report on communications activities in the region.
8. Support Country Offices in verifying that all visibility materials comply with IOM branding and donor visual identity standards.
9. Maintain and promote a close relationship with the main media for adequate journalistic coverage of the activities of the Program, as well as an updated contact base, in coordination with other UN entities, including UN Information Center (UNIC) for the Caribbean.
10. Coordinate with Media and Communications Focal Points in the Country Offices the monitoring of news and briefings related to mission and program areas and assess how the context has an impact on IOM activities.
11. Participate in the design of verification instruments or mechanisms, such as surveys, pre and post questionnaires, for the measurement of the effectiveness of the campaigns generated.
12. Assist in the implementation of training processes on communication and awareness aimed at authorities and social organizations, as well as other relevant actors to build local and regional capacities.
13. Provide timely inputs for narrative reporting on progress in communication activities, as required.
14. Constantly update and promote the use of communication tools as existing internet resources, as appropriate, and proactively target IOM's social networks.

<p>15. Identify and promote opportunities and participate in the formulation of project proposals in communication, as well as actions that strengthen other areas and units of the program.</p> <p>16. Make work trips to localities and / or beneficiary countries of the projects for the follow-up to the actions of the program, as well as for the development or monitoring of the activities.</p> <p>17. Other functions assigned, in accordance with professional capacities.</p>
<p><b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b></p>
<p><b>EDUCATION</b></p>
<ul style="list-style-type: none"> <li>• Master’s degree or higher in communications or journalism and two years of relevant work experience in the development, implementation of communication strategies and/or other related tasks.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in communications or journalism and two years of relevant experience in the development, implementation of communication strategies and/or other related tasks</li> </ul>
<p><b>EXPERIENCE</b></p>
<ul style="list-style-type: none"> <li>• Proven professional experience in migration and/or human rights, with an emphasis on protection and assistance to specific groups in conditions of vulnerability.</li> <li>• Theoretical and practical management of gender approach, interculturality and human rights, communication for development.</li> <li>• Proven professional experience in media and advertising, public relations, or marketing agencies.</li> <li>• Knowledge of communication methodologies for development, social and community communication.</li> <li>• Knowledge in international relations, international cooperation and political science will be an advantage.</li> </ul>
<p><b>SKILLS</b></p>
<ul style="list-style-type: none"> <li>• In depth knowledge of communication for development methodologies.</li> <li>• Knowledge of project coordination and implementation</li> <li>• Strong skills in team management</li> <li>• Strong oral and written skills</li> </ul>

V. LANGUAGES	
Required <i>(Specify the required knowledge)</i>	Desirable
Fluency in English (oral and written).	French and/or French Creole
VI. COMPETENCIES <sup>1</sup>	
The incumbent is expected to demonstrate the following values and competencies:	
<p><b>Values</b></p> <ul style="list-style-type: none"> <li>• <u>Inclusion and respect for diversity</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• <u>Integrity and transparency</u>: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>• <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> </ul> <p><b>Core Competencies – behavioural indicators <i>level 2</i></b></p> <ul style="list-style-type: none"> <li>• <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>• <u>Delivering results</u> produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.</li> <li>• <u>Managing and sharing knowledge</u> continuously seeks to learn, share knowledge and innovate.</li> <li>• <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</li> <li>• <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.</li> </ul> <p><b>Managerial Competencies – behavioural indicators <i>level 2</i></b></p> <ul style="list-style-type: none"> <li>• <u>Leadership</u>: 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.</li> <li>• <u>Empowering others &amp; building trust</u> creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.</li> <li>• <u>Strategic thinking and vision</u>: work strategically to realize the Organization's goals and communicates a clear strategic direction.</li> </ul>	
SIGNATURES:	
1 <sup>ST</sup> LEVEL SUPERVISOR	DATE

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

2 <sup>ND</sup> LEVEL SUPERVISOR	DATE
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Applications should be submitted via email to [iomdominica@iom.int](mailto:iomdominica@iom.int) , no later than 11 April, 2023, with the subject line '**Vacancy- National Communications Officer for the Caribbean**'. The application must include: Curriculum Vitae and Application letter. We thank all applicants for your expressions of interest. However, only short-listed candidates will be contacted. Please note that applications are open only to Dominican Nationals or persons with valid work permit.

We thank you for your interest in IOM and looking forward to receiving your application.