

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Senior Project Assistant (Communications)
Position grade	G6
Duty station	Country Office, IOM Costa Rica
Position number	20071151
Job family	Operations
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	13 March 2023
Reports directly to	20071153
Number of Direct Reports	1
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Created in 1951, IOM – International Organization for Migration is the leading intergovernmental organization in the field of migration, working closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. This is done by providing services and advice to governments and migrants.</p> <p>Under the overall supervision of the National deputy Coordinator of the Regional Program on Migration and the direct supervision of the Senior Project Assistant, the Project Assistant (Local Promoter) will be responsible for executing the following tasks:</p> <p>The Western Hemisphere Program (WHP), funded by the Office of Population, Refugees and Migration (PRM) of the United States Department of Population, seeks to improve the capacities of the States in Central America, Mexico and the Caribbean to governance of migration in a humane and sustainable way. The Program has four pillars: migration governance, regional dialogue and partnerships, management of migration crises, and communication for development.</p> <p>Under the general supervision of the National Coordinator of the Western Hemisphere Program and the direct supervision of National Communications Officer, the Senior Project Assistant will be responsible for executing the following tasks:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Coordinate and follow up on the design and implementation of communications and digital marketing products. 2. Develop digital material and other materials that are required at the graphic design level for the development of different communication products at the organizational level. 	

3. Assist in coordinating the administration, updating, monitoring, and content development of the various social networks and associated accounts that are considered necessary for the implementation of the organization's digital strategies.
4. Review communication products of each of the projects and provide recommendations to the supervisor.
5. Coordinate with the team the production of graphic and audiovisual materials. (photography, video and audio editing, digital illustration, radio and loudspeaker spots, print, promotional material, digital animation, content creation). Administrate audiovisual, photographic and others digital material files.
6. Develop the training, guide and monitor other members of the communications team on graphic design issues.
7. Carry out fieldwork on official trips, to participate in related activities that have to be given relevance in terms of communication.
8. Execute technical and administrative assistance tasks related to the field of Communication, such as support in audiovisual production, locution in institutions and writing scripts for audiovisual products, among others.
9. Manage, according to its competence, the profiles and accounts in social networks of the organization.
10. Address inside the National Office all the queries received from users of OIM Costa Rica social networks.
11. Other responsibilities as assigned by the supervisor.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

Professional in Advertising Design, Advertising or Visual Communication, with knowledge in communication project management with 4 years of verifiable experience in the field of migration.

EXPERIENCE

- English language management.
- Experience in institutional communication with government entities, civil society, NGOs, the media, local governments, and the private sector.

-Knowledge in the development, revision, layout and creation of designs, audiovisual materials, digital illustration, RR management. SS as community manager and creation of content for social networks, as well as internal materials for the organization.

- Execution of different strategic communication initiatives such as giving support and social information campaigns in the field of migration and communication for development, event management, visits, organization communication, among others.

-Experience in writing communicational texts for social networks, press releases, concept notes, radio messages, loudspeakers, among others

-Management of the following design and editing programs is essential: Adobe Illustrator, Photoshop, Premiere, InDesign, After Effects, Maxon Cinema 4D, Sketchbook, as well as the entire office package and current graphic design programs.

-Knowledge in conducting interviews, taking photographs and videos, in closed places, chroma key and open scenarios, as well as basic knowledge in color composition, proper use of light.

SKILLS

-Indispensable knowledge and experience in Communication, Migration, human trafficking and smuggling, Communication for Development, creation of content and communication material on migration, as well as crisis management of issues relevant to migration, gender, xenophobia, discrimination, childhood, among other aspects of interest in the field of migration.

-Experience working with international cooperation and humanitarian organizations is an advantage.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and Spanish (oral and written).	French

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- 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.

If direct reports (10th row above) for SES is greater than zero, then the managerial competencies below are inserted.

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: works strategically to realize the Organization’s goals and communicates a clear strategic direction.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

Submission of application:

The candidate should send his/her application through the following email

cosanjosevacancies2@iom.int , using as Subject "SVN 2023-013 Senior Project Assistant (Communications)".

The application must include:

- **Curriculum.**
- **Letter of interest.**
- **In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.**

Candidates must submit their offer by April 03, 2022. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.