



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Communication Officer** according to the Terms of Reference below. Interested applicants are invited to apply by **19.09.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Reference Code:</b> SVN-116/2018/S - BD1	<b>Position Title:</b>	National Communication Officer
<b>Duty Station:</b> Cox's Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> NO-A/01 (UN Salary Scale) Base Salary: BDT 218,966	<b>Type of Appointment:</b>	Special Short Term (Initially 3 months; with possibility of extension)

### General Functions:

Under the direct supervision of the Communication officer and overall supervision of the Emergency Coordinator in Cox's Bazar and in close coordination with Project/Programme Managers and Project/Programme Coordinator, the incumbent will be responsible in managing the media and communication portfolio of IOM Cox's Bazar sub office, Bangladesh.

1. Liaise with local national media to coordinate accurate and ongoing positive and high –profile coverage of IOMs activities in Cox's Bazar around the Rohingya refugee situation and its local and national impact, including producing press releases and other materials for dissemination to the media
2. Monitor and coordinate monitoring of national media coverage (either directly or with assistance) to identify key issues and trends and communicate those with the rest of the Communications team and senior project officers so they can be addressed in a proactive and timely manner.
3. Ensure active and regular social media updates in Bangla language, either directly or with the assistance of the yet to be appointed multi-media assistant
4. Identify key stories which reflect the work of IOM in Cox's Bazar and highlight them to the communications consultant to be assigned to the appropriate staff member for action, or shared with select media.
5. Coordinate the production of written, simple video footage, and photographic material as required to highlight the work of IOM in IOM publications, for media dissemination or sharing with donors.
6. Liaise and coordinate with IOM staff, particularly national staff, including through training to ensure they understand IOM Cox's media engagement protocol and to be available to support them with media liaison when they are working in the field.
7. Offer support to international communications staff on national/local media sensitivities on issues relating to Rohingya issues.
8. Oversee the maintenance and update of national media database.
9. Provide any other support as requested by the supervisor
10. Update and maintain Bangladesh media list in a web-based database like "Mail chimp"
11. Provide related project development support.
12. Perform any other tasks that may be assigned by the supervisor.

### Education, Experience and Skills:

- University degree, preferably in Political or Social Science, English, Mass Communications, Journalism, Marketing or an equivalent combination of training and experience.
- Two years of experience working with an international organization, UN agency or NGO in communications/PR related work.

**IOM is an equal opportunity employer and women are encouraged to apply.**  
**IOM Offices and vehicles have smoke-free work environment.**

- Work experience liaising with media, donor community and other implementing partners
- Excellent communication and negotiation skills.
- Good drafting and editing skills.
- Strong strategic and creative thinking.
- Ability to work effectively and harmoniously in a team with colleagues from varied cultures and professional backgrounds.
- Interest in understanding and using the latest available technology to facilitate work
- High degree of judgment and initiative; ability to work with a high degree of independence within assigned areas.

**Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-116/2018/S-BD1; National Communication Officer](#) in the subject line to: [DhakaJobs@iom.int](mailto:DhakaJobs@iom.int); with the following documents:

- (i) *Application Letter/Cover Letter*
- (ii) *Curriculum Vitae*
- (iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website: [www.iom.org.bd](http://www.iom.org.bd)*
- (iv) *Scan copy of Photo*

**APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED**

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

**Any attempt for persuasion will be considered as a disqualification**

**ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT**

***Note for internal candidates:***

*with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:*

*Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.*