



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Communications Officer** according to the Terms of Reference below. Interested applicants are invited to apply by **23.04.2019** 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>	VN-37/2019/S - BD1	<b>Position Title:</b>	National Communications Officer
<b>Duty Station:</b>	Dhaka, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	NO-A/01 (UN Salary Scale)	<b>Type of Appointment:</b>	One Year Fixed Term (Initially 12 Months with possibility of extension)
<b>Division/Unit:</b>	Mission Support & Innovation Division		

### General Functions:

Under the direct supervision of the Deputy Chief of Mission (DCoM) /Programme Manager and overall supervision of the Chief of Mission (CoM) of IOM Bangladesh the incumbent will be responsible for planning, coordinating and monitoring the media and communications activities of the mission.

The incumbent will be assigned to inter alia, the following tasks:

1. Develop and implement visibility and communications activities for the mission according to the organization's branding guidelines.
2. Provide written analyses and inputs for the development of internal C4D and PI capacity and provide basic technical guidance to external counterparts as required. Design and implement integrated communication campaigns, events, workshops, seminars of different scales.
3. Support in designing effective behavioural change communication (BCC) campaigns, in close coordination with the BCC focal point and Financial Literacy and Reintegration Officer.
4. Collect PI materials (photographs, videos, migrant stories) that highlight the actions and results of the project. Develop media-orientated information and communication products;
5. Prepare press releases, press briefing notes, newsletters, speeches, flash updates and other media-focused materials.
6. Participate in stakeholder mapping and analysis to identify influencers and opinion leaders in society - including among the returnees. Recommend appropriate information and communication materials for use in different platforms to different project teams.
7. Liaise with media practitioners for coordinating media coverage of all important events.
8. Plan and coordinate to ensure smooth operations of Digital Media platforms. Collect, collate and update project information for on-line publication, including the mission's social media platforms.
9. Liaise with IOM Regional Offices in Bangkok and Brussels, and Headquarters, in relation to the Mission's PI activities. Coordinate final review, editing and formatting for all Mission publications, in liaison with HQ PUB and/or local editors and publishers.
10. Based on specific instructions, draft, collate and contribute to the development and monitoring of the Communication, Awareness Raising and Visibility Strategy and corresponding Action Plan for the Joint EUTF-IOM Initiative, working closely with the Initiative's Project Manager.
11. Perform any other tasks that may be assigned by the supervisor.

### Education, Experience and Skills:

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

- University degree, preferably in Marketing, Business Administration, Political or Social Science, English, Mass Communications, Journalism or an equivalent combination of training and experience.
- Two years of relevant work experience in Communication, Journalism, or International Relations/Development, Marketing
- Experience working for an international organization (such as the UN), preferred;
- Excellent writing and communication skills, including demonstrated ability to meet deadlines and to write clearly and accurately;
- Diplomatic, eloquent, composed, and coherent presentation in verbal and written public communication.
- Strong analytical skills and ability to develop visual representation

**Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-37/2019/S-BD1; National Communications 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:*

<https://bangladesh.iom.int>

(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.*