

**POST DESCRIPTION**

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| I. Position Information |
| Position title | Program and Communication Assistant  |
| Position grade | G5 |
| Duty station | Georgetown, Guyana  |
| Position number | XXXXXXXX |
| Job family | Migration |
| Organizational unit | Western Hemisphere Program |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position? | Regional |
| Position rated on  |  |
| Reports directly to  | WHP Program Support Officer, Caribbean  |
| Number of Direct Reports | 0 |
| II. Organizational Context and Scope |
| 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.The Western Hemisphere Program funded by the United States Department of State, Bureau of Population, Refugees and Migration (PRM), seeks to strengthen the capacities of States in Central America, Mexico, and the Caribbean to manage migration in a humane and sustainable manner. The Program has four pillars: migration management, regional dialogue and partnerships, migration crisis management, and communication for development. Under the overall supervision of the Chief of Mission of Guyana, and direct supervision of the Program Support Officer, the incumbent will be responsible for supporting all aspects of program implementation for the Caribbean components of the Western Hemisphere Program, including event planning, supporting of national migration committees, government engagement and administrative support. Specifically, the incumbent will coordinate WHP communications in the Caribbean in collaboration with the WHP regional team in San Jose, Costa Rica. The incumbent will also support in content development and monitoring of programmatic progress of all other Caribbean regional activities of the WHP.  |
| III. Responsibilities and Accountabilities |
| 1. Contribute to the development of a work-plan in coordination with the Program Support Officer, for the planning of financial resources and implementation of project activities.
2. Collection, editing, and updating all substantive media content for the IOM-WHP website and social media related to the Caribbean components of the Western Hemisphere Program. Content includes blogs, photos, audio and video production, promotional pieces, e-mail, and others.
3. Support the administrative unit of the program in submitting information for executing the various Caribbean regional components of the program.
4. Respond to technical and informational needs of the program in relation to the online content of the WHP website.
5. Support the engagements with external partners as required by the Program, including communications campaigns on migration.
6. Support WHP Communications Unit and Research Unit with survey and communications campaigns in the Caribbean region.
7. Support implementation of regional and national events including invitation, accommodations, travel, and audio/visual needs prior to, during, and after events.
8. Support the design and production process for printed and digital materials associated with the Caribbean components of the Program.
9. Respond to informational needs of the Program Support Officer and the Program Coordinator.
10. Monitor Caribbean migration-related issues in print and digital media and support dissemination of such on IOM Guyana and Regional Office social media
11. Perform such other duties as may be assigned by the supervisors.
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| IV. Required Qualifications and Experience |
| Education |
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| * Advanced University degree in the fields of communications, public relations, international affairs, policy, human rights, development, international migration, law, or social sciences.
* 3 years of relevant professional experience.
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| Experience  |
| * Experience working in an international and professional setting.
* Experience in migration projects will be considered as an advantage.
* Experience in the execution of both online and in-person meetings, including agenda development, logistics, developing minutes and final reports.
* Experience developing and disseminating digital content for websites for international organizations or non-governmental organizations.
* Experience in marketing and communications.
* Experience using Adobe Creative Suite: InDesign, Illustrator, AdobePdfPro
* Experience using basic HTML and CCS, along with experience developing websites with Drupal or similar content management systems.

Experience in engagement with middle and technical level government officials. |
| SKILLS  |
| * In-depth knowledge in the fields of social marketing, advertising, and media management
* Ability to write, edit, and proofread marketing and promotional contents
* Highly skilled at organizing large portfolio of work
* Ability to manage multiple tasks simultaneously
* Exceptional creativity and innovation skills
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| V. Languages |
| Required *(specify the required knowledge)* | Desirable |
| Fluency in English (oral and written). | French and Spanish |
| VI. Competencies[[1]](#footnote-2) |
| 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.
* Integrity and transparency: maintain 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 1** 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.
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| **Signatures:** |
| 1ST LEVEL SUPERVISOR DATE2ND LEVEL SUPERVISOR DATE |

If you are interested, please apply by December 9 at iomguyana@iom.int

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-2)