



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Project Assistant in Communication for Development
Position grade	G-5
Duty station	Country Office, IOM Costa Rica
Position number	XXXXXXXX
Job family	Operational
Organizational unit	10007937
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	
Reports directly to	20055092
Number of Direct Reports	0
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>The Western Hemisphere Program, financed by the U.S. Department of State Bureau of Population, Refugees and Migration seeks to strength governmental capacities to manage migration in a humane and sustainable manner. The Program has four pillars: migration management, alliances and cooperation, emergencies and migration crisis and communication for development.</p> <p>Under the general supervision of the Regional Program Coordinator and the direct supervision of the WHP Regional Communication Officer, the Communications for Development Assistant will be responsible for executing the following tasks:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1. Assist the implementation and monitoring of the activities of the Communication Unit of the Regional Program, especially the Communication for Development component.</li> <li>2. Support the development of baseline researches and evaluations of communication activities in coordination with field missions involved as well as the regional team.</li> <li>3. Assist the implementation of communication for development processes as well as crisis communication processes in coordination with the officers and specialists.</li> <li>4. Assist the development of Regional Migration Program communication strategies, actions and products in coordination with different stakeholders, as required.</li> </ol>	

5. Ensure compliance with the IOM style and brand guidelines.
6. Proactively and creatively identify new communication actions, tools and alliances that are aligned with regional communication strategy objectives.
7. Travel on duty to towns/countries to follow up and monitor the activities that are being implemented under the Program.
8. Other duties assigned by the Communication Officer, in accordance with professional capacities.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

1. Highschool diploma with five years of relevant experience.
- Or
2. Bachelor's degree in Communication, Journalism or related fields from an accredited academic institution with three years of relevant professional experience.

##### **EXPERIENCE**

- Practical and demonstrable experience in planning and executing communication strategies and / or performing similar duties to those required for the performance of this position.
- Proven professional experience in social sciences research and project management.
- Proven professional experience in migration and / or human rights.
- Theoretical and practical management of a gender, human rights and communication for development approach.

##### **SKILLS**

- Excellent organization and time management skills.
- Problem solving skills.
- Ability to work in a cross-cultural environment.
- Accuracy and attention to detail.
- Writing and public speaking skills.

#### **V. LANGUAGES**

Required  
(specify the required knowledge)

Desirable

Fluency in English and Spanish (oral and written).

French

## VI. COMPETENCIES<sup>1</sup>

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: 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/ 3*

- 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.

### SIGNATURES:

1<sup>ST</sup> LEVEL SUPERVISOR

DATE

2<sup>ND</sup> LEVEL SUPERVISOR

DATE

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