



International Organization for Migration (IOM)
The UN Migration Agency

TERMS OF REFERENCE

Position Title : **SVN-2022-006 Visual Communications Assistant**
Duty Station : **San José, Costa Rica**
Classification : **G5-S1**
Type of Appointment : **SST Graded Contract**
Estimated Start Date : **9th March 2022**
Closing Date : **22nd March 2022**

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.

Context:

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.

Under the general supervision of the Regional Program Coordinator and the direct supervision of the WHP Regional Communication Officer, the Visual Communication Assistant will be responsible for executing the following tasks:

Core Functions / Responsibilities:

1. Assist the coordination, implementation, monitoring, and evaluation of the communication activities of the Program.
2. Know and ensure compliance with the IOM style and brand guidelines.
3. Design promotional and visibility materials, both digital and printed, for the implementation of the program's regional communication strategy.
4. Lay out brochures and other publications produced by the Program.
5. Participate in the creation of creative concepts for promotional campaigns and communications for development campaigns.
6. Assist the visual and conceptual maintenance of the website, newsletter, social networks and landing pages

7. Collaborate to optimization of the branding and usability of communication campaigns and products.
8. Participate in creativity and design processes in communication activities for their development in the region.
9. Participate in eventual hiring processes of internships related to graphic design, in close coordination with the Communications Officer.
10. Other duties assigned by the Communication Officer, in accordance with professional capacities.

Education

- Graduated in Graphic Design from a recognized university. Mastery in related area will be an advantage.
- Minimum of 3 years of practical and demonstrable experience in the development, implementation / execution of communication strategies and / or performing similar duties to those required for the performance of this position.

Experience

- Proven professional experience in migration and / or human rights, with an emphasis on protection and assistance to specific groups in vulnerable conditions.
- Theoretical and practical management of a gender, human rights and communication for development approach.
- Experience in branding processes, creativity, editorial design and campaigns.

Skills

- Knowledge of user experience design will be an advantage.

Languages

- Fluency in English and Spanish (oral and written), any other language is an added advantage.

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.

How to apply:

The candidate should send his / her application through the following email cosanjosevacancies2@iom.int using as subject “**SVN-2022-006 Visual Communications Assistant**”.

The application must include:

- Curriculum with three references.
- Letter of interest.
- Work permit (Foreign persons in Costa Rica).

Deadline to apply: **March 22nd, 2022.**

Only shortlisted candidates will be contacted.