



VACANCY NOTICE

Open to Internal and External Candidates¹

Position Title : **Communications and Media Assistant**
Duty Station : **Bucharest, Romania**
Classification : **General Service (full-time)**
Type of Appointment : **Ungraded (August – December) with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **9 August 2023**

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy.

Context:

Under the overall supervision of the Head of Office of IOM Romania, and direct supervision of the Head of Communications/Communication Officer, the Communications and Media Assistant will be responsible for videography, graphic design, and assisting the communications and media of the Country Office in Romania.

Core Functions / Responsibilities:

1. Delivering professional photography and videography, including editing.
2. Include appropriate IOM branding, including use of IOM templates, and crediting of IOM ownership for the produced videos and photos.
3. Planning and supporting video production for mini documentary, short journalistic reports, short human-interest video stories, and other video concepts in line with the IOM guideline.
4. Designing graphics for social media, press releases, donor reports, annual reports, roll-ups, posters, flyers and brochures, GIFs, social cards and banners, and any other graphic design tasks required.
5. Assisting with planning, design and posting of online and social media content,

¹ Internal candidates are staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs) in the service of the Organization, unless otherwise specified in their contract. Staff members on special leave without pay (SLWOP) and staff members on secondment/loan released by the Organization are also considered internal candidates.



including: assist the Communications Officer to publish daily posts for social channels (including Facebook, Instagram, Twitter, and LinkedIn); assist in maintaining and updating the IOM Romania website; ensuring search engine optimisation (SEO) and inclusion of relevant hashtags and keywords in each post; assist in developing project themed content, in cooperation with project staff;

6. Translating press releases, media advisories, and other content, from English to Romanian language.
7. Assisting in layout design, compilation, and editing of reports, human interest stories, newsletters, visibility materials, and other materials.
8. Assisting with other aspects of communications, external relations, visibility, media relations, and events, as delegated by the Communications Officer.
9. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- University degree in Media, Communications, Videography/Editing/Film Production, Graphic Design, or a related field, from an accredited academic institution; or
- Completed high school / secondary school education, with three years of relevant professional experience.

Experience

- Experience in planning, creating, recording, and editing videos in professional settings.
- Experience in photographing and recording professional quality photos, video, and audio.
- Experience in designing compelling graphics in a professional setting, using the Adobe suite.

Skills

- Video editing skills, including using Adobe Premier Pro.
- Graphic design skills, including using Adobe Photoshop and Illustrator.
- Knowledge of lighting and recording audio for video.
- Proven professional experience in the use of social media.
- High level of computer literacy.
- A keen interest in communications and media.
- Interest in IOM, the UN system, and migration issues.

Languages

Fluency in **English** and **Romanian** is required.

Knowledge of Ukrainian, Russian, or any other IOM language (French and/or Spanish) is an advantage.



Required Competencies

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 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.

Other

This post is subject to local recruitment.

How to apply:

Interested candidates are invited to submit their applications including: 1. a cover letter not exceeding more than one page; 2. a short portfolio of your videos and designs and/or links to examples of your work; 3. a Personal History Form (PHF), to bucharestapplication@iom.int by **23:00 on 9 August 2023** latest, referring to the vacancy notice number **SVN 2023-07 – Communications and Media Assistant**. [Download the Personal History Form \(PHF\) here](#).

For an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 03 August 2023 to 09 August 2023