Open to Internal and External Candidates

Position: Project Assistant (Communication for Development)
Organizational Unit: Communications Unit
Duty Station: Monrovia
IOM Classification: G5
Type of Appointment: 6 months Special short-term contract (With Possibility of Extension)
VN No.: SVN/0001/2019
Estimated Start Date: As soon as possible
Closing Date: January 10, 2020

Context:

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is dedicated to promoting humane and orderly migration for the benefit of all. IOM implements innovative projects aimed at young people and aspirant migrants through a Communication for Development (C4D) approach. One such project is Migrants as Messengers (MaM), which seeks to empower target audiences in West Africa make informed decisions about migration through peer-to-peer messaging.

The project started in three countries in November 2017 and will expand to seven countries in 2019 (Nigeria, Senegal, Guinea, The Gambia, Côte d’Ivoire, Sierra Leone and Liberia). It is carried out by volunteers using storytelling techniques to record and broadcast interviews with returned migrants and share these stories online and at community events.

Under the direct supervision of the IOM Country Program Manager and the project’s Communications Officer and in close coordination with the Migrants as Messengers technical team at IOM’s Regional Office for West and Central Africa in Dakar, the successful candidate will serve as the Project Assistant for the implementation of C4D initiatives in Liberia.

Core Functions and Responsibilities:

1. Support the implementation of a community and digital engagement strategy that promotes safe and orderly migration.
2. Engage migrant returnees interested in volunteering with the Migrants as Messengers project and support the implementation of capacity building initiatives accordingly.
3. Monitor the collection of testimonials of migrant returnees through IOM’s Community Response App and support with translation requirements.
4. Assist the Senior Project Assistant and Communications Officer in implementing trainings for media and civil society actors.
5. Create localized print and audio-visual content on the risks of, and alternatives to, irregular migration.
6. Gather multimedia content for various communication channels.
7. Provide administrative and logistics support for all project activities.
8. Serve as project support officer in the overall implementation of IOM’s projects and
coordinates weekly and monthly reporting.
9. Conduct activity visits nationwide to support monitoring and evaluation of the project.
10. Assist the Senior Project Assistant in collecting necessary information for project reports.
11. Provide support for other communication and awareness raising activities implemented by the country office.
12. Perform other duties as may be assigned.

**Required Qualifications and Experience:**

**Education**

- University degree in Communications, Journalism, Development Studies, International Relations, Social Sciences or a related field from an accredited academic institution, with three years of relevant professional experience; or
- Completed high school degree from an accredited academic institution, with five years of relevant professional experience.

**Experience**

- Experience in community engagement, outreach, advocacy or awareness raising initiatives.
- Demonstrated high competency as a writer and editor.
- Experience in digital content creation, including photography, videography, graphic design and editing.
- Well-versed in Liberia traditional and digital media landscape.
- Excellent grasp of migration dynamics in Liberia.
- Experience working in international, nongovernment or civil society organizations.
- Experience liaising with government, civil society and media partners.
- Sound knowledge of project implementation, writing proposals/ concept notes and administrative work.

**Language**

Fluency in English and one of the local languages is required.

Knowledge of one other local language and/or French is an advantage.

**Required 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** – behavioral indicators level 2

- **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.

**Managerial Competencies** – behavioural indicators level 2

• **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization’s vision; assists others to realize and develop their potential.
• **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
• **Strategic thinking and vision:** works strategically to realize the Organization’s goals and communicates a clear strategic direction.

**Other:**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only Liberian citizens will be considered.

Women with the above qualifications are encouraged to apply.

**How to Apply:**

Interested internal and external candidates are invited to submit their applications via email to iomliberiavacancy@iom.int indicating position applied on the subject line.

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for the application as well as a detailed resume/CV, function email address and mobile number. Applications shall be addressed to Human Resources, International Organization for Migration (IOM) and with a subject line SVN/0001/2019 Project Assistant (Communication for Development).

**Posting Period:**

13 December 2019 to 10 January 2020

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**