



International Organization for Migration (IOM)  
The UN Migration Agency

## VN 2024 / F / 008

### Open to Internal and External Candidates

Position Title : **National Communication & Media Literacy Officer**  
Duty Station : **Tangier, Morocco**  
Classification : **NO/A**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **September 5<sup>th</sup>, 2024**

*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 has been present in Morocco since 2001, and opened the mission in Rabat in 2007.*

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the overall supervision of the Chief of Mission (CoM) of Morocco and direct supervision of the Chief of Party (COP)/Head of Sub-Office, and in close coordination with the Communication Unit at the country office and relevant Units at Headquarters, the National Communication & Media Literacy Officer will perform the following functions:

### **Core Functions / Responsibilities:**

1. Participate in the establishment of the programs/Sub-Office Communication and Outreach strategy in accordance with IOM strategic objectives and Donor requirements and in technical coordination with Communications Officer in the CO and the RO. Assist in collecting, maintaining, and analyzing various data for M&E activities.
2. Prepare and produce Communication and Outreach tools and materials for internal and external audiences in compliance with IOM and donor Communication and Outreach guidelines.
3. Coordinate and support COP/Head of Sub-Office and Head of technical units in

- organizing Communication and Outreach events and activities in line with IOM and donor strategic objectives and Communication and Outreach guidelines.
4. Ensure proper visibility for all programs/Sub-Office activities in compliance with IOM and donor requirements and guidelines.
  5. Coordinate with Implementing Partners (IPs) and Institutional Partners and ensure they are fully briefed on programs/Sub-Office communication and visibility guidelines and monitor compliance.
  6. Monitor press, social media and online platforms and provide timely reports on information and trends of relevance to programs/Sub-Office activities and to IOM and donor strategies.
  7. Flag and bring to the attention of the COP/Head of Sub-Office miss-information or issues that might negatively impact IOM, donor, or partners reputation and credibility.
  8. Identify, in coordination with COP/Head of Sub-Office, the existence of specific expertise to build the capacities of IPs in the field of Communication and Outreach especially social media, to strength overall visibility and credibility.
  9. Lead the programs/Sub-Office Media Literacy component and coordinate timely implementation of interventions by identified IPs and ensure the availability of technical resources to support actions.
  10. Coordinate with Heads of technical units the documentation and publication of successful intervention modules and ensure compliance with IOM and donor guidelines.
  11. Closely coordinate with the programs/Sub-Office Monitoring Evaluation and Learning (MEL) unit to facilitate timely and accurate reporting of program information in all Communication and Outreach tools and material. Participate in preparation of reports and presentations; act as a secondary reviewer/editor to verify compliance of produced reports and documents with visibility requirements of IOM and Donor; Participate in specific monitoring and reporting exercises as assigned.
  12. Liaise with the donor's Communication and Outreach unit accompanying the project/programme/strategy implementation to document identified issues.
  13. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Master's degree in communication studies, Media, International Relations, Political or Social Sciences, or a related field from an accredited academic institution; or,
- University degree in the above fields with two years of relevant professional experience.

## **Experience**

- Significant experience in developing and implementing Communication and Outreach strategies in alignment with donor's/UN requirements.
- Significant experience in application of IOM/UN rules, regulations and procedures; and,
- Experience with project development and donor liaison

## **Skills**

- Excellent communication and coordination skills;
- Strong reporting, writing and analytical;
- Strong editing skills;
- Strong interpersonal and teamwork skills; and,
- Demonstrated knowledge of working with communication tools and with the media;
- Strong knowledge and understating of social media platforms and communication tools
- Knowledge of IOM and Donor Communication and Outreach strategies and requirements, especially USAID.
- Proven ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.

## **Languages**

For this position, fluency in French and English is required (oral and written). Working knowledge of Arabic is highly desirable.

## ***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 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

## ***How to apply:***

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to [imrecrutetanger@iom.int](mailto:imrecrutetanger@iom.int), by September 5<sup>th</sup>, 2024 at the latest, referring to this advertisement. The application email subject should be « **National Communication & Media Literacy Officer - FORSATY Plus**».

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

## ***Posting period:***

From 23.08.2024 to 05.09.2024