

IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-017**
Position Title : **Senior Public Information Coordinator**
Duty Station : **Warsaw, Poland**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **Open- Ended**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

Under the direct supervision of the Chief of Mission; and, in collaboration with the Emergency Coordination and the Ukraine response team, the successful candidate will be responsible and accountable for developing external visibility materials, liaising with local and international media and maintaining IOM Poland's various digital channels including social media and the Mission's website.

Core Functions / Responsibilities:

1. Lead the planning, writing, editing, and pitching of press briefing notes, human interest stories, op-ed's, and other written materials to inform the media and the public about IOM Poland's activities.
2. Assist in the dissemination of external visibility materials to increase awareness of IOM Poland's projects and activities by producing and editing videos, infographics, digital cards, and other audiovisual materials in coordination with relevant units.
3. Monitor and analyse local and international news reports to identify media engagement opportunities, assess potential reputational risks, and position the Mission's activities more prominently.
4. Maintain and update the Mission's website and social media channels by coordinating content updates with various unit leads.
5. Compile, integrate, synthesize and visualize relevant Mission updates for external audiences by producing situation reports, infosheets, and other public-facing documents and provide editorial input on other related products.

6. Strengthen media relations with local journalists to increase the visibility of the Mission among Polish-speaking media outlets by maintaining contact lists, sharing embargoed news items, and process media requests such as interviews.
7. Assist the Chief of Mission and other colleagues by building media presence capacities, preparing talking points and media lines to take and sharing updated facts and figures ahead of interviews and other media engagements such as press briefings and requests for comment.
8. Perform such any other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Communication, Journalism, International Relations, Political Sciences, Public Administration, or related fields with four years of relevant professional experience.
- Master's degree in above fields is an advantage.

Experience and Skills

- Experience in writing and editing information materials for various target audiences;
- Demonstrated high competency and experience in developing public-facing written materials;
- Experience in photography and videography and good command of image and video editing software;
- Basic knowledge of graphic design, web administration, social media and video production;
- Knowledge of migration data sources and trends;
- Hands-on expertise of various social media platforms including but not limited Twitter, Facebook, Instagram and Tiktok;
- Previous experience working in a humanitarian setting in a similar role is an advantage;
- Knowledge of video editing software;
- Strong work ethics and commitment to humanitarian principles.

Languages

Fluency in **English** and **Polish (written and oral)** is required. Fluency in Ukrainian **and/or** Russian is an advantage.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- 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 – behavioral indicators

- **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:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including **a CV and a completed Personal History Form in English by email to: IOMPolandHR@iom.int** , specifying the vacancy reference number **PLCFA22-017** and **full name** in the subject line.

Please click this link to access [the Personal History Form \(two pages\)](#).

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 23 March 2022 - Open Ended