



Special Vacancy Notice 2022-45

Open to Internal and External Candidates

Position Title : **Media and Communications Assistant**
Duty Station : **Budapest, Hungary**
Classification : **UG- All inclusive**

Type of Appointment : **Special Short Term (SST), until 31st of March 2022 (with possibility of Extension)**

Estimated Start Date : **As soon as possible**

Closing Date : **30th November 2022**

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. 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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Head of Office in Hungary, and in coordination with Regional Office Brussels Media and Communications, the successful candidate will support in writing, research, editing, sourcing, collating, and/or rewriting news stories, press briefing notes and web features related to IOM's work in Hungary and assist with editing and publishing items on IOM Hungary's website.

Core Functions / Responsibilities:

1. Assist IOM Hungary with the maintenance and upgrade of the country office website.
2. Support in writing, research, editing, sourcing, collating, and/or rewriting news stories, press briefing notes and web features related to IOM's work in Hungary.
3. Assist in the production of information sheets, speeches, and presentations.
4. Assist in the development and implementation of a media and communication strategy for IOM Hungary, in coordination with the Regional Office.
5. Ensure the production of regular media and social media content and assist in the management of IOM Hungary's presence on different social media platforms

(Twitter, Facebook)

6. Support the management and maintenance of IOM Hungary's website in accordance with IOM global rules and requirements, ensuring that it represents all areas of work of IOM Hungary in an attractive and accessible way.
7. Organize press briefings, draft press releases, and produce media briefs as appropriate.
8. Build and maintain a strong network amongst local and international journalists and monitor local and international media as well as social media for mentions of IOM and content relevant to IOM's work and mandate in Hungary.
9. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- University degree in Media, Communications, Graphic Design, Public Information, Journalism, or a related field or a related field from an accredited academic institution with at least 3 years of relevant professional experience.

OR

- High School Degree Certificate from an accredited academic institution with at least 5 years of relevant professional experience.

Experience

- Proven, successful experience in using media and social media for advocacy, public information, and furthering understanding and knowledge about an organization and its mandate, preferably with a focus on humanitarian assistance and migration;
- Proven experience in producing compelling pictures and video content.
- High level of professionalism and ability to work under pressure and adhere to strict deadlines.
- Experience developing and disseminating digital content for websites for international organizations or non-governmental organizations.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization is desirable.

Skills

- Excellent and proven creative writing and editing skills, including the ability to write well under pressure to meet tight deadlines and the ability to write compellingly for different audiences.
- Strong communication and organizational skills;
- High level of computer literacy;
- Familiarity with design and/or editing tools is an advantage.

Language skills

- Fluency (oral and written) in Hungarian and English is required.
- Ukrainian or Russian is a strong advantage
- Any other IOM official language would be considered as advantageous.

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.

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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.

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

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.

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

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

How to apply:

All applications consisting of the CV and a motivation letter in English should be addressed to iombudapesthr@iom.int quoting the above vacancy notice number.

Closing date: 11:59 (local time in Hungary), 30th November 2022.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 16 November 2022 to 30 November 2022