



Special Vacancy Notice 2024-14

Open to Internal and External Candidates

Position Title : **Communications Assistant (Internal Communications and Public Information)**
Duty Station : **Budapest, Hungary**
Classification : **UG**

Type of Appointment : **Special Short-Term Contract (SST), 9 months with possibility of extension**

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

Closing Date : **31 July 2024**

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:

IOM Hungary's Programme Support Unit (PSU) provides cross-cutting support to programme teams across the Country Office, including, but not limited to project development, internal and external reporting, monitoring and evaluation, information management and internal and external communications.

Under the direct supervision of the Programme Support Coordinator and overall supervision of the Head of Office, the Communications Assistant (Internal Communications and Public Information) will primarily focus on the office's internal communications and will support its external communications.

In particular, he/she will:

Core Functions / Responsibilities:

1. Assist the development and management of the internal communications SOPs, workflows and other relevant processes ensuring their alignment with organizational needs, goals and objectives.
2. Support the production and curation of suitable content for various internal communications channels, including the CO's intranet, newsletters, e-mails, and digital displays.
3. Maintain and update the CO's intranet page and other internal communications platforms to ensure information shared is accurate, relevant, and accessible.
4. Assist the monitoring of the internal communications efforts' effectiveness, collect feedback and make recommendations for necessary adjustments to improve communications practices.
5. Support staff members and other colleagues in the effective use of internal communications tools and platforms.
6. Contribute to the development and implementation of the CO's media and communication strategy.
7. Support the production of information sheets, speeches, and presentations; draft public information and other external communication materials, and reports.
8. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- High School Degree Certificate from an accredited academic institution with at least 4 years of relevant professional experience.
- OR
- University degree in Media and Communications, Public Information, International Relations, or a related field from an accredited academic institution with at least 2 years of professional experience.

Experience

- Experience developing and disseminating digital content for internal and external online platforms.
- Previous experience in developing and managing internal communications channels and processes is highly desirable.
- In depth knowledge of the broad range of migration related subject areas is an advantage.

Skills

- Excellent and proven writing and editing skills (both in English and in Hungarian), 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.
- High level of professionalism and ability to work under pressure and adhere to strict deadlines.

Languages

- Fluency (oral and written) in Hungarian and English.
- Ukrainian would be considered as advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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

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 iombudapestrecruitment@iom.int quoting the above vacancy notice number.

Closing date: 23:59 (local time in Hungary), 31 July 2024.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 17.07.2024 – 31.07.2024