



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Media and Communications Associate**
Duty Station : **Bangkok, Thailand**
Classification : **General Service, G.5 (Base salary: THB 74,905.75 per month)**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **As soon as possible**
Closing Date : **28 November 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 with 174 member states and a presence in over 100 countries. 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 overall supervision of the Regional Director and direct supervision of the Senior Regional Media and Communications Officer; and in close collaboration with the Global Communications Team, the Media and Communications Associate will be responsible and accountable for the following:

Core Functions / Responsibilities:

1. Assist the implementation of the Regional Office Media and Communication Strategy and activities.
2. Assist the implementation of an outreach and communications strategy to raise awareness of IOM's work and further an accurate narrative on migration among media, UN, government and other key partners in the Region.
3. Assist in gathering and disseminating public information on IOM activities in the Region both in writing and verbally.
4. Draft, edit, and produce public information materials for IOM press briefing notes, regular newsletters, website and social media in clear and concise language, and facilitate appropriate gender awareness in all IOM communications.
5. Provide logistical assistance to the Senior Regional Media and Communications Officer for media, public information, event management and visibility issues.
6. Provide logistical assistance for the promotion of IOM global campaigns and UN-led campaigns, including coordination with United Nations and other interlocutors.
7. Prepare and exhibit content to showcase IOM activities at external events.
8. Maintain close contacts with Country Office staff on content production in the form of human-interest stories, photographs and video clips for an international audience.



9. Disseminate appropriate awareness raising, communicating with communities and media resources for crisis-affected communities in specific contexts, particularly relating to climate change.
10. Assist the timely and efficient publication and distribution of media content on the regional website and via other IOM media channels, websites, social media, etc.
11. Provide various inputs on IOM activities and events for IOM's social media presence on X (Twitter), Facebook, LinkedIn, and other online networks.
12. Contribute to the development of new communications initiatives such as podcasts, infographics, etc.
13. Assist the development and strengthening of links with international and local media that promote IOM's work and reputation. Maintain close contacts with media counterparts in governmental and non-governmental partner agencies.
14. Provide logistical and technical assistance to staff training sessions on communications best practices both virtually and in person.
15. Review media and highlight trending humanitarian-related topics to relevant regional contexts to regional, country, or HQ colleagues as delegated by the Senior Regional Media and Communications Officer.
16. Perform other duties as required.

Required Qualifications and Experience

Education

- High School Degree/Certificate with five years of relevant professional experience; or,
- University degree in Media and Communications, Public Information, Journalism, or a related field from an accredited academic institution with three years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Experience in a PI role at a UN or similar agency; and
- Experience in working for a news media organization.

Skills

- Strong interpersonal and communication skills;
- Knowledge of graphic design, web, social media and video production;
- Familiarity with migration-related issues in the Region advantageous;
- Ability to use own initiative and work under pressure with minimum supervision;
- Attention to detail and ability to organize; and,
- Self-motivated and objective driven.



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Languages

- IOM's official languages are English, French, and Spanish.

Required

- Fluency in English and Thai is required (oral and written).

Desirable

- Working knowledge of any other language of the region is an advantage.

Required Competencies

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

Values All IOM staff members must abide by and demonstrate these five 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 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.

How to apply:

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement. Please attach the following documents in your application:

- a cover letter, indicating the dates of availability;
- a curriculum vitae;



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- a duly completed IOM Personal History Form which can be downloaded from https://thailand.iom.int/sites/g/files/tmzbd11371/files/personal-history-form_ro-bangkok.xlsm

Other

1. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
2. 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.
3. IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.
4. IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
5. This post is subject to local recruitment. Only those holding a valid residence and have the right to work in Thailand will be eligible for consideration.
6. For non-Thai candidates applying for this position, proficiency (either fluency or working knowledge) of the Thai language is mandatory.
7. Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.