



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **National Communications Officer**
SVN No : **IOMKCO/VN/002/2023**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Staff, Grade NO-A**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **20 February, 2023**

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. Female candidates are encouraged to apply.

Context:

Under the overall supervision of the Head of Programme and Policy Development in Kenya country office and direct supervision of the Head of Mission Support and Innovation Unit and, in coordination with the Regional Communication Officer the successful candidate will be responsible and accountable for managing the communication functions and responsibilities in the Kenya country office including the Sub-Offices.

Core Functions / Responsibilities:

1. Coordinate daily KCO communications activities in an assigned area or areas, such as regular unit updates, social media content, press briefing notes, factsheets, briefs, and success stories and/or public affairs while ensuring high quality work and the accurate completion of communications activities.
2. Support the efficient provision of communication services by providing accurate, clear and courteous information to individuals and units including identifying communication challenges and providing potential solutions. .
3. In relation to supporting the units and PMs, verify that the information provided by the units and PMs is up to date, relevant and accessible to all persons, including to at-risk individuals, and that the staff members providing the information are adequately trained.

4. Coordinate activities related to public affairs in the KCO mission including, as assigned, planning, developing, designing, producing, and distributing communication and visibility materials for beneficiaries, IOM, partners and donors, including print, audio, visual and online materials.
5. Ensure relevant databases and communication platforms are updated in in a timely and effective manner with communications-related content.
6. Utilizing reports and other oversight mechanisms, oversee regular quality checks of communications-related data in KCO communication platforms to ensure the accuracy and clarity of information shared with individuals as well as t compliance with all SOPs. Proactively address communications-related backlogs or other issues in KCO in coordination with respective units and PMs
7. Provide regular reports on the work being accomplished to the Project Focal Point/unit PMs, Communications unit and/or supervisors and team members.
8. Liaise with other teams and units in the office including field offices to prepare unit statistics and report regularly to management on relevant updates.
9. Train communications team members in KCO to manage communications activities, update websites and communication platforms and other databases accurately and supervise communications team members and activities efficiently and effectively.
10. Undertake duty travel as needed to participate in communications-related activities, for meetings and for training.
11. Demonstrate a comprehensive understanding of the KCO country strategy, programme strategy, communication strategy, SOPs as well as the ability to remain professional, impartial, and unbiased during all interactions with colleagues and partners including participating in the development of and implementation of the SOPs as needed.
12. Maintain and promote the confidentiality and integrity of all -related information by implementing control procedures in line with the standards of conduct and data protection rules. Alert the project focal points and management of any non-compliance to SOPs or codes of conduct by staff members.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Communications, Information Management, or related field with two years of relevant professional experience; or,
- Master's degree in above or related field.

Experience

1. Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage.
2. Attention to detail, ability to organize paperwork in a methodical way.
3. Discreet, details and clients-oriented, patient and willingness to learn new things; and,
4. Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Languages

- Fluency in both written and spoken English and Kiswahili.

Required Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Required Competencies

Teamwork

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering Results

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and Sharing Knowledge

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge sharing across units/departments and ensures that knowledge as captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability

- Proactively seeks responsibility in delivering towards the goals of the organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and confidentiality of specific sensitive information.
- Listens and seeks to understand without bias and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

Managerial Competencies

Leadership

- Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
- Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
- Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
- Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.

Empowering others and building trust

- Delegates appropriately to make the most of other's talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
- Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
- Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
- Gives proper credit to others, shows appreciation and rewards achievement and effort.

Strategic thinking and vision

- Aligns own actions to the Organization's vision, values and mandate.
- Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
- Identifies key issues/priorities in complex situations and how they may be related to one another.
- Clearly communicates links between the Organization's strategy and the work unit's goals.

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.

How to apply:

Interested candidates are invited to submit their application by sending a Motivation Letter and the updated CV to the email address hrnairobi@iom.int referring to this advertisement.

Closing Date: 20 February 2023

Only shortlisted applicants will be contacted.

NOTE

NO FEE:

The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From 07.02.2023 to 20.02.2023