



INFORMATION & COMMUNICATIONS COORDINATOR (PSU) ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: PROJECT SUPPORT UNIT (PSU)
IOM Classification	: INFORMATION & COMMUNICATIONS ASSISTANT (PSU)
Duty Station	: COLOMBO
Salary Per Month	: LKR 164,356.00 (G5)
Type of Appointment	: ONE YEAR FIXED TERM CONTRACT
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: March 26, 2023

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 government 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:

The Project Support Unit (PSU) works with all IOM Sri Lanka and Maldives programme units to fulfil their project development, reporting and communications requirements. PSU works in line with IOM global guidelines and in coordination with colleagues in the Regional Office for Asia and the Pacific in Bangkok. Under the overall supervision of the Deputy Chief of Mission and the direct supervision of the Head of Project Support Unit, the successful candidate will be entrusted with the following duties & responsibilities:

Core Functions / Responsibilities:

1. Implement communications activities in line with IOM guidelines and donor requirements thereby contributing to an accurate narrative on migration and other issues central to IOM.
2. Provide technical support to project units with the implementation of project visibility and communications plans in line with donor requirements.
3. Create communications content for public information materials in line with IOM guidelines (e.g., brochures, videos, social media).
4. Support the maintenance of the mission website and regularly update profiles on social media networks (Facebook, Twitter, YouTube).
5. Conduct regular media monitoring and prepare reports or political updates for senior managers.
6. Maintain an updated media contact list and coordinate media coverage of important events with external stakeholders.
7. Draft press releases and other information materials for internal and external use for the Regional Office or the supervisor's review.
8. Undertake duty travel (as required) to collect information for the preparation of case studies/success stories/photo essays and to support in the mission's research and assessment work.
9. Organize project events such as trainings, conferences, and seminars.
10. Provide inputs for statements, talking points and background documents.
11. Assist in liaising with the UN Country Team, the IOM Regional office and IOM Headquarters to work together on campaigns and issues of joint concern.
12. Contribute to the compilation of data to meet requests from IOM and other agencies.

Required Qualifications and Experience

Education

- Bachelor's Degree in Media & Communication Studies, Mass Communications, Information & Communication Technology, International Relations, or International Development or a related discipline from an accredited academic institution with three (3)

- years of professional experience in the related field; or
- Minimum Five (05) years of related work experience with High School Diploma.

Experience

- Experience in the usage of graphic design tools and MS office software packages (MS Word, Excel & etc.), especially MS Publisher and knowledge of spreadsheets.
- Experience in data visualization and infographic development is preferred; experience in data research, analysis, management, retrieval, and development of Information Education & Communication (IEC) materials and reports will be advantageous.
- Previous experience in project coordination and humanitarian programmes for migrants is highly desirable.
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations in a multi-cultural setting will be advantageous.

Skills

- Online communication and social media; excellent skills in drafting & editing in English.
- Ability to work under pressure and adhere to strict deadlines in a complex and fast changing environment.
- In-depth knowledge of the broad range of migration related subject areas dealt with by the Organization is an added advantage.
- Excellent communication, general administrative skills, and strong client focus.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

Required 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.

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.

Other

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form ([here](#))

Kindly submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 26th March 2023**.

Applicants who applied already will consider, hence not required to re apply

Applications without the above mentioned will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 13.03.2023 to 26.03.2023