



INFORMATION & COMMUNICATIONS COORDINATOR ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: RESEARCH, COMPLIANCE AND PARTNERSHIPS UNIT
IOM Classification	: INFORMATION & COMMUNICATIONS ASSISTANT
Duty Station	: COLOMBO
Salary Per Month	: LKR 243,986.00 (G5)
Type of Appointment	: ONE YEAR FIXED TERM CONTRACT
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: February 12, 2024

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:

Under the overall supervision of the Chief of Mission (CoM) in Sri Lanka and Maldives and direct supervision of the National Research and Partnership Officer; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for the implementation of information and communication activities of the IOM Sri Lanka and the Maldives Mission, the successful candidate will be entrusted with the following duties & responsibilities:

Core Functions / Responsibilities:

1. Assist in the implementation of a communication strategy for the Mission.
2. Support and assist as necessary in the drafting and preparation of communication materials, fact sheets, brochures, newsletters, success stories, and other publications in line with the IOM guidelines and donor requirements, including liaising with service vendors (printing companies, production house etc.) to check high quality of final products.
3. Update the official social media profiles and the official webpages of IOM Sri Lanka and the Maldives regularly, in close coordination with the Unit leads, supervisor, and the Chief of Mission.
4. Maintain an updated catalogue of IOM Sri Lanka and Maldives communications products, media contact lists, content calendars, and other archives.
5. Act as focal point and coordinate media relations for the mission and its programmes, events, and initiatives.
6. Assist in maintaining good working relationships with press in country, organize roundtable discussions, press conferences, and briefing sessions for press, as required.
7. Draft press releases and provide inputs for statements, talking points and background documents.
8. Provide video/ photography coverage for IOM Sri Lanka/ Maldives meetings, conferences and other events as requested by the supervisor.
9. Assist in liaising with the UN communications groups, the IOM Regional office and IOM Headquarters to work together on campaigns and issues of joint concern, to amplify IOM content, and to obtain the necessary clearances, prior to media posts, campaigns.
10. Identify and report new innovative ways to communicate with advocacy, operations and programme colleagues and of information gaps on the ground
11. Undertake duty travel (as required) to collect information for the preparation of case studies/success stories/photo essays.
12. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Media & Communication Studies, Mass Communications, Information & Communication Technology 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

- At least 5 years of professional work experience at the national and/or international level in or similar capacity to an information and communications officer/ assistant.
- Experience in data research, analysis, management, retrieval, and development of Information Education & Communication (IEC) materials and reports will be advantageous.
- Previous experience in handling information and communication in the field of migration is highly desirable.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Excellent oral and written skills; excellent drafting, formulation, reporting skills in English
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.

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](#))

Kindy submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Monday 12th February 2024.**

Applications without the above mentioned will not be considered.
Only shortlisted candidates will be contacted.

Posting period:

From 29.01.2024 to 12.02.2024