



Vacancy Notice CY2023-25

Open to Internal and External Candidates

Position Title : **Communications and Project Assistant**
Duty Station : **Nicosia, Cyprus**
Classification : **Grade G4**
Type of Appointment : **One-year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **28 November 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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of 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 direct supervision of the Head of Office (Project Manager), and in coordination with the respective Project Coordinators, the incumbent will have the following duties and responsibilities:

Core Functions / Responsibilities:

Relating to Semi-independent Living Units for UMCs Project Assignment – Time Allocation: 50%

1. Collect and disseminate necessary information for the information campaigns in Cyprus.
2. Take part in information campaigns by taking photographs, assist in drafting newsletters according to the project's requirements.
3. Prepare and upload social media posts.
4. Assist in preparation of content and update the Office website.
5. Assist in collecting project related statistics and assists in preparation of six-monthly project bulletins and updating project dissemination material.
6. Prepare and disseminate quarterly office newsletters in coordination with office treams.
7. Assist in drafting the periodical, mid-term and final reports, on the communication requirements of the project.
8. In collaboration with the project coordinator, take part in the successful preparation and execution of the events, capacity building workshops and round tables organized by the IOM.
9. Assist in ensuring donor visibility, media engagement and content communications strategy;
10. Assist in publication of office tenders and vacancy notices.

Relating to Supporting the Cypriot authorities in family reunification for UASC 50%

11. Assist the Project coordinator in compiling a needs assessment to enhance the right to family unity.
12. Organize international thematic workshop for end users in Cyprus.
13. Organize trainings for end users in Cyprus with online participation option.
14. Prepare and upload social media posts.
15. Assist in preparation of content and update the Office website.
16. Assist in collecting project related statistics and assists in preparation of six-monthly project bulletins and updating project dissemination material.
17. Prepare and disseminate quarterly office newsletters in coordination with office treams.
18. Assist in drafting the periodical, mid-term and final reports, on the communication requirements of the project.

19. Assist in ensuring donor visibility, media engagement and content communications strategy;
20. Assist in publication of office tenders and vacancy notices.
21. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor degree from an accredited academic institution, preferably in Communications, Political Science, Economics/Business Administration, International Relations or Law, with 2 years of relevant experience;
OR
- Completed High School degree from an accredited institution with 4 years of relevant professional experience.

Experience and Skills

- Experience in the usage of office software packages (MS Word, Excel, etc).
- Previous experience in project implementation will be considered an advantage.
- Strong organizational, facilitation, communication, writing and presentation skills.
- Experience in use of graphic designer applications and ability to produce invitations, newsletters and information material ready for printing will be considered an advantage.
- Video cut and editing will be considered an advantage.

Languages

Fluency in **English** and **Greek** (written and oral) is required.

Any other IOM official language.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- 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:

IOM is committed to a diverse and inclusive environment.

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.

Appointment will be subject to the provision of requirements relevant to the position including academic degree(s), professional licenses, criminal record certificate and declaration of relatives in the Organization.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Cyprus will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications (CV and Cover Letter) in English, to SMCYPIOMHR-Applications@iom.int email address, quoting the vacancy number VN CY2023-25 and full name in the subject line of the email, by 28 November 2023 at the latest, referring to this advertisement.

Only short-listed candidates will be contacted.

Posting period:

From: 14 November 2023 to 28 November 2023