



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Graphic Designer and Communications Assistant**
Organizational Unit: **Returns and Recovery Unit**
Duty Station: **Erbil- Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G5**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **08th March 2021**
Reference Code: **CFA2021/IRQ/029**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.

Context/Reporting line:

Under the general guidance of Head, Return and Recovery Unit, the overall supervision of DTM Programme Coordinator and the direct supervision of the National Communications Officer in close coordination with the Senior User Interface (UI) and User Experience (UX) Designer, the successful candidate will support under the area of responsibility as below.

Core Functions / Responsibilities

1. Contribute to the development and implementation of communication and visibility strategy for RRU.
2. Contribute to the development of communication materials, press briefing notes and social media updates, showcasing IOM's work in line with donor visibility requirements and IOM guidelines.
3. Produce content in the form of programme descriptions, human interest stories, photographs and video clips for international and local audiences; demonstrate cultural awareness, social sensitivity and respect for privacy when interviewing and working with affected populations.
4. Graphically design communication materials for RRU according to IOM media and branding guidelines and with innovative approaches to enhance visibility and impact.
5. Brief RRU's Communications Officer and colleagues regarding media requests; identify communication opportunities and make suggestions for communication products.
6. Coordinate closely with the mission's PI unit to ensure synergy and complementarity of IOM Iraq's overall communication strategies and products.
7. Monitor and report on the results of RRU communication activities, including social media campaigns, events and any feedback received on communication products.
8. Assist with the organization of any events, meetings, etc. in the context of the programme activities and RRU's external communications.
9. Support the translation, copy edit and review of documents in English, Arabic and Kurdish in close cooperation with the translator, the National Communications Officer and relevant programme staff.
10. Initiate and support any administrative procedures required for RRU communication activities, in close coordination with the National Communication Officer.
11. Support the coordination of RRU communication materials with partners as relevant.
12. Perform any other duties as may be assigned by the project manager.
13. Undertake travel in Iraq as a request.

Required Qualifications

Education:

- University degree in graphic design, communication from an accredited academic university or institute.

Experience and Skills:

- Minimum 3 years of relevant experience in communications.
- Experience in Adobe Illustration, InDesign, Photoshop.
- Experience in publishing to the web, newsletters, and other media.
- Demonstrates familiarity with digital photography and video.
- Demonstrates familiarity with social media such as Twitter, Facebook, LinkedIn and YouTube.
- Previous work experience with UN or other international NGOs an advantage.

Languages:

- Fluency in in English, Kurdish and Arabic is required.

Behavioral Competencies

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via this link:

<https://vacancies.my-soc.org/apply.php?job=20210222104722&token=Y4VbPTRHSNplhxLzkOajIMcQG>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From: 22.02.2021 to: 08.03.2021