



Position Title : **Senior Communication Assistant**  
Duty Station : **Port Sudan, Sudan**  
Classification : **G6**  
Type of Appointment : **One-year fixed term with possibility of extension.**  
Estimated Start Date : **As soon as possible**  
Closing Date : **October 25, 2023**  
Reference Code : **VN 24 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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

**Context:**

Under the overall supervision of the Programme Support Coordinator, and direct supervision of the National Communications and Media Officer, and in close coordination with the Programmes Managers, the successful candidate will support the production of high-quality communication material for print and online purposes for the IOM Sudan Mission.

**Core Functions / Responsibilities:**

1. Support planning, implementation and monitoring of all communication related activities of IOM Sudan programmes and projects as outlined in the visibility plan in coordination with the National Communication Officer and the programmes team.
2. Draft and prepare content for IOM Sudan Programmatic implementation, including human interest stories, press releases, video scripts, social media posts, visibility materials, factsheets etc., in accordance with IOM standards and donor requirements.
3. Create, manage and update IOM Sudan communication channels and social networks, including updating the content of the website and other social media platforms (Facebook, Twitter, Instagram, YouTube).
4. Produce and edit audiovisual materials and generate content – including videos and photos - to give visibility to IOM’s operations.
5. Assist the programme and project managers in ensuring appropriate visibility of the project donors.



6. Disseminate approved project information materials through the appropriate channels including to partners, diplomatic missions and national and international media outlets in Sudan.
7. Conduct site visits to various field locations to capture footage of IOM activities, events and testimonies of beneficiaries.
8. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in Communications, Public Information, Political Science, International Relations, or related fields.

#### **Experience**

- At least 4 years of relevant work experience
- Experience in Public Information including social media content creation, news writing, video making/editing, photography preferably in media or the international development/humanitarian sector.
- Experience working on graphic design, social media, online communication, branding, web editing and video making, and related fields will be considered an advantage
- Experience in any UN system or any international organization will be an advantage.

#### **Skills**

- Excellent writing, speaking, editorial and translation skills in English and Arabic;
- Working Knowledge of Adobe Software (InDesign, Illustrator, Photoshop & Premiere Pro);
- Proficiency in Microsoft Office (Word, Power Point, Excel);
- Professional knowledge and use of Digital SLR Cameras for both Video and Photography purposes;
- Knowledge of audio-visual editing programs (Adobe Premier) and web will be considered an advantage;
- Knowledge of social media content management platforms and strong understanding of new and evolving technologies and digital platforms;
- Proven knowledge and use of social media platforms for awareness-raising and advocacy purposes;
- Proven ability to design and produce effective communication products, lead formulation of communication messages and strategies;



- Experience or knowledge of marketing and/or copy writing and copy editing
- Work experience in development or humanitarian environment is desirable;
- Proven strong organizational skills and practical experience in handling and prioritizing multiple tasks while working independently;
- Willingness to assume duties and responsibilities in all communications areas, as needed;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- High level of professionalism and ability to work under pressure and adhere to strict
- deadlines in a complex and fast changing environment.

### Languages

Fluency in Arabic and English is required (oral and written).

### *Required Competencies*

**Values** – all IOM staff members must abide by and demonstrate these 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** – behavioral indicators level 1

- **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 of 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:***

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- IOM has zero tolerance with discrimination and does not discriminate to HIV/AIDS status.
- This position is open to **ONLY** Sudanese nationals.
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date. No late applications will be accepted.**

***How to apply:***

Interested candidates are invited to submit their Resume via email: [sudancareer@iom.int](mailto:sudancareer@iom.int) , by October 25, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

***Posting period:***

[From 19.10.2023 to 25.10.2023](#)

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview processing, training or other fee). IOM does not request any information related to bank accounts.