



IOM International Organization for Migration
المنظمة الدولية للهجرة

VACANCY ANNOUNCEMENT

VACANCY NUMBER IRQ/0050/2011

**International Organization for Migration (IOM) Iraq Mission
Seeks the employment of a**

Public Information Assistant

Duty Station:	Baghdad/ Iraq
Position Title:	Public Information Assistant
Organizational Unit:	Public Information and Project Development
Duration of Appointment:	Six (6) Months, with a possibility of extension
Type of Contract:	Special All-Inclusive
Grade:	G6/ Step1
Closing Date:	14 November 2011

Under the general supervision of the CoM and Head of JOC, and the direct supervision of the Head of Baghdad Regional Hub, the Public Information Assistant will be responsible for the following tasks:

Background and General Functions:

1. Prepare the daily summary of the Iraqi press for inclusion into PI daily and other products; Collect information related to the humanitarian and socio-political situation and help with dissemination to the international as well as local Arabic media; Facilitate international and local visits to the governorates surrounding the Baghdad hub, provide interpretation and photo coverage.
2. Organize or participate in the coordination of conferences, workshops, seminars, press briefings, interviews, training sessions and other programmes. Supervise national colleagues in surrounding satellite offices in all matters related to PI. Organize and facilitate training sessions on good reporting skills, success stories, photography, as well as any other PI techniques.
3. Establish relationships with newspaper, radio, television and other key media outlets (foreign and local), with particular focus on media personnel present in Baghdad, to raise public awareness of IOM activities and issues, targeting audiences in Iraq, the region, internationally and where possible, donor countries and act as an official IOM spokesperson. Maintain updated contact lists for key Government of Iraq, media, donor, and NGO counterparts in order to quickly distribute information about IOM activities to them.
4. Share important IOM news, events and announcements with key local, regional and international media and other stakeholders on a weekly and monthly.



IOM International Organization for Migration
المنظمة الدولية للهجرة

5. Assist with preparation of press conferences and provide interpretation; Prepare and update lists of cabinet and parliament members, senior officials, media and other interlocutors; Assist with organizing briefings, presentations and orientation sessions for national and intentional staff from all agencies.
6. Participate in coordination and planning and implement Hub communications strategy in accordance with the IOM Iraq Mission communication strategic goals. Overseeing satellite office's implementation of the communication strategy and advising when necessary.
7. Assist in writing, designing and creating promotional and educational material for IOM (such as project reports, brochures, annual reports, TV and radio advertising).
8. Translate PI and official documents from English into Arabic and vice versa.
9. Provide input for the development and implementation of the IOM communication strategy, including innovative and creative solutions to communication problems.
10. Consult with Hub management on ways to include advocacy activities and mass communication strategies into all aspects of IOM's programs.
11. Answer public queries and provide appropriate information in coordination with Hub management and Operations Officers.
12. Any other duties as may assigned by direct supervisor and CoM.

Qualifications and Attributes Required:

- University degree, preferably post-graduate degree in the relevant field of expertise.
- Good interpersonal and communication skills.
- Computer literacy, credible design experience.
- Demonstrate awareness to gender issues.
- Flexibility, tolerance and capacity to work in team.
- High sense of responsibility, dedication and honesty are desirable attributes.
- Good knowledge and experience in the culture and tradition of Iraq.
- Thorough knowledge of English and Arabic.

How to Apply

Interested applicants are requested to email their CVs to iraqvacancy@iom.int by indicating the Vacancy number **IRQ/0050/2011** before the deadline **14 November 2011**.