



# POST DESCRIPTION

## SECTION 1

### Position Information

Position Title	Communications Associate
Position Grade	G-6
Duty Station	Paramaribo, Suriname
Position Number	00000000
Job Family	Programme
Organizational Unit	00000000
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	30 March 2023
Reports directly to	Programme Coordinator
Number of Direct Reports	0

## SECTION 2

### Organizational Context and Scope

*Under the direct supervision of the IOM Programme Coordinator in Suriname, and in collaboration with relevant units at the regional office in Costa Rica and the sub-regional office for the Caribbean in Barbados, the successful candidate will be responsible and accountable for the implementation of the IOM Suriname communications strategy, to promote the organization and to raise awareness around migration both locally and internationally.*

## SECTION 3

### Responsibilities and Accountabilities

1. Assist in coordinating and implementing a communications strategy for Suriname to position IOM as a leading migration agency with donors, partners, media agencies and the public in Suriname, and to highlight the positive aspects of ethnic diversity in the country.
2. In close coordination with the regional office and the Caribbean Communication officer, write, edit, and produce timely public information material for monthly press briefings noted, global- and country website, social media, newsletters, and other media channels.
3. Support the development and dissemination of appropriate communications and media materials for the Surinamese society and existing and new migrants.
4. Create content including blog entries, press notes, video scripts, and newsletters in line with the IOM Suriname communications strategy.
5. Provide internally coordinated guidance and lines to take (key messages) to colleagues in the office regarding on-going media request and interview opportunities, when necessary.
6. Liaise with media counterparts in governmental and non-governmental agencies.
7. Participate in the national UN Communications Groups and relevant interagency media and communication working groups to encourage information flow across agencies and develop complementary media strategies.
8. Monitor social media online and document relevant questions, conversations, and trends.
9. Follow local media, including radio, TV and print to identify information, perceptions and misinformation among the media and their audiences.
10. Produce regular feedback-reports for humanitarian partners to improve their understanding of the concerns and questions around migration.
11. Set up Monitoring and Evaluation activities to assess impact, reach and quality of the communication activities in the on-going project(s)
12. Collaborate with Monitoring and Evaluation Officer for donor reporting.
13. Perform any other duties as may be assigned.

## SECTION 4

### Required Qualifications and Experience

#### EDUCATION

- High School diploma with six years of relevant experience; or,

- Bachelor's degree in Communications, public relations, journalism, advertising, international affairs, or social / political sciences. Information Management, or related field with four years of relevant professional experience.

## EXPERIENCE

- Prior experience working in social/ welfare work is an advantage.
- Previous experience with NGOs, Local organizations, or local governments is an advantage.
- Experience communicating with legal representatives is an advantage
- Ability to use own initiative and work under pressure with minimum supervision
- Excellent computer skills, including in Word, Excel and Internet; IT skills are a distinct advantage
- Knowledge of Microsoft SQL Server 2012 and SQL Reports Server and experience in using SSMS and BIDS
- Excellent data analysis, visualization and presentation skills
- Self-motivated and objective driven

## SKILLS

- Strong interpersonal and communication skills
- Creativity and Initiative – actively seeks new ways of improving programmes or services

## SECTION 5

### Languages<sup>1</sup>

IOM's official languages are English, French, and Spanish.

### REQUIRED

For this position, fluency in English and Dutch is required (oral and written).

### DESIRABLE

*Specify desirable language/s, for example:*

Working knowledge of Arabic.

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<sup>1</sup> As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization's official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN.

## SECTION 6

# Competencies<sup>2</sup>

■ The incumbent is expected to demonstrate the following values and competencies:

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

**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 actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

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<sup>2</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

IOM provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation.

Applications should be submitted via email to **plam@iom.int** and **juortega@iom.int**, no later than 24th September 2024, with the subject line; “Suriname: Communications Associate”. The application should include Cover letter and Curriculum Vitae with the below information: -Nationality or work permit status. - Three (3) professional(previous supervisors)referencesincluding email, position, and company/organization name. Please note that applications are open only to Surinamese Nationals or foreigners with residence and work permit for Suriname. Appointment is subject to funding confirmation.

We thank all applicants for their expressions of interest, however, only short-listed candidates will be contacted. We thank you for your interest in IOM and look forward to receiving your application.