



Vacancy notice open to Internal and External Candidates

Duty Station: Sarajevo, Bosnia and Herzegovina

Application Deadline: 01 July 2024

Position Title: Project/Media Assistant

Contract type: SST

Grade: G5

Contract duration: 9 months, renewable

Starting Date: as soon as possible

Reference Code: SVN 31-06/24

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

The International Organization for Migration (IOM) - the UN Migration Agency - is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM, together with the international community, assists the population of BiH in rebuilding their lives and working for a better future. Today, with a focus on building the capacity of the BiH government to manage migration, IOM is working with a wide range of governmental and non-governmental partners in a wide range of migration related areas, including, amongst others, the protection of vulnerable migrants; border management; assisted voluntary return; diaspora; technical assistance on migration management; disaster risk reduction and recovery.

The International Organization for Migration (IOM) is implementing a program to strengthen positive political and social actors and discourses to provide alternatives to extremist and radicalizing voices and influences. To achieve these objectives, project designs and implements small-grant activities through a process-oriented, community driven approach that emphasizes project processes.

Under the overall guidance of the National Project Officer, and direct supervision of the Senior Project Assistants/Project Coordinator the Project Assistant/Media Specialist will provide technical support in the



development, implementation and monitoring of IOM's media activities (traditional and digital) under its social cohesion and resilience pillar, specifically for the "Možemo Bolje" project.

For the purpose of this recruitment, digital media includes social media platforms, websites, mobile applications and other online channels that allow for the distribution of content and engagement of audiences through the internet. Traditional media refers to television, radio, and print media. The type of activities to be designed and implemented may include content production, digital and conventional media campaigns, analysis of audience and online trends, and capacity building of local partners especially on the use of media to achieve their communication aims.

Core Functions/Responsibilities

- Support the Senior Project Assistant/Project Coordinator to integrate the use of traditional and digital media within project activities.
- Provide general assistance in the development, coordination and implementation of communication strategy of the project, in coordination with project partners.
- Proactively assist in implementing grant activities focused on media which have a high likelihood of achieving impact and respond to the current social and political situation in Bosnia and Herzegovina, as well as activities that respond to emerging issues as they arise.
- Work with project staff and the project partners to amplify content reach and engagement, across all the project's grantees, leveraging the project's full audience in support of the project's overall strategy.
- Support implementation of all assigned media activities in a timely and efficient manner and in accordance with each activity Implementation Plan and the project's activity cycle.
- Support preparation of all necessary documentation required for the grant submission process.
- Coordinate and work closely with IOM BiH communications unit and support IOM's overall communication efforts
- Perform any other duties as assigned.

All duties and responsibilities will be carried out in strict adherence to IOM policies and guidelines, including those related to confidentiality and data protection.

Required Qualifications and Experience

Education:

- Completed university degree from an accredited academic institution preferably in the field of journalism, media and/or marketing with 3 years of relevant working experience; or
- High-school diploma with 5 years of relevant working experience



Experience:

- Experience implementing or managing media projects; developing creative new media initiatives or small activities; coordinating with a wide range of stakeholders.
- The Project Assistant/Media Specialist is expected to have demonstrated experience in the following areas:
 - **Digital strategy development**, including audience identification, segmentation, and optimization
 - **Development of key messages** for the project, and copy writing for the social media and traditional media publishing.
 - **Search engine optimization** to improve discovery and drive traffic to websites / mobile apps
 - **Web analytics** through traffic analysis (e.g. Google Analytics / Data Studio) and keyword research tools (e.g. Google Trends)
 - **Social media analysis** through the use of built-in (e.g. Facebook Insights) and commercial platforms (e.g. Crimson Hexagon)
 - **Dynamic reporting** to provide trendlines on overall reach and engagement, support A/B testing of content
- Demonstrated experience in traditional (TV, radio, print, film) content production, marketing or distribution.
- Excellent computer literacy in MS Office.
- Holds a valid driving license;
- Willingness and ability to conduct travel across the country.

Language(s):

- English and one of the three languages of Bosnia and Herzegovina (Bosnian/Croatian/Serbian)

Required Competencies

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

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

- 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.

How to apply

Interested candidates are invited to submit their application (**IOM PHF- Personal History Form and motivation letter**) electronically by email to: bihvacancies@iom.int. **Please be advised that only attached PHF will be taken into consideration and processed.**

Internal candidates are to apply by sending Internal Application Form in attachment.



[IOM CV Form - Personal History Form](#)

Subject: SVN 31-06/24

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Applications must be received **by 01 July 2024**.

Posting period: 18 June 2024 – 01 July 2024

As part of the mandatory medical entry on duty clearance, external candidates will be requested to provide evidence of full vaccination against COVID-19

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.



Vacancy is open to candidates residing in the country of the duty station or from a location in a neighboring country which is within commuting distance of the duty station. Candidates applying from another location outside commuting distance will be considered locally recruited and will not be eligible for allowances or benefits available to eligible internationally-recruited staff. In all cases, **a prerequisite of taking up position as a staff member in the GS category is right of residence and right to work in the country of the duty station at the time of application.**

The appointment is subject to funding confirmation.