

Open to Internal and External Candidates

Position Title : **Digital Communications Assistant**
Duty Station : **Bangkok, Thailand**
Classification : **General Service (G-4, THB 61,967.50 per month)**
Type of Appointment : **Special Short-Term Contract**
Initial 9 months with possibility of extension
Estimated Start Date : **As soon as possible**
Closing Date : **12 July 2024**

(Open for Thai Nationals Only)

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.

1. ORGANIZATIONAL CONTEXT AND SCOPE:

Established in 1951, the International Organization for Migration (IOM) is the leading inter-governmental organization in the field of migration and is dedicated to promoting humane and orderly migration for the benefit of all. IOM has a strong presence in Thailand with over 350 personnel in eleven locations across the country, working on a range of thematic areas – including labour mobility and social inclusion, protection, health, emergency preparedness and response, immigration and border governance, refugee resettlement, data and research, and more.

As part of efforts to promote the rights and well-being of migrants, IOM implements a range of initiatives aimed at promoting accurate, balance and evidence-based public discourse and media reporting on migration. Such initiatives are implemented in partnership with and/or targeting government, media, civil society and academia stakeholders.

Under the direct supervision of the Associate Communications Officer, the selected candidate will assist in the implementation of digital communication strategies to amplify IOM Thailand's online presence and reach, including content creation and engagement campaigns.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

The successful candidate will have the following duties and responsibilities:

- Support the implementation of the mission's digital communications and visibility strategy;
- Support the creation of public information content – in particular, audio-visual and social media content – based on mission's key activities and achievements;
- Interview project beneficiaries and draft stories for dissemination in various traditional and digital platforms;

- Support liaising with media practitioners to enhance visibility of the mission's work and to promote balanced and credible coverage of migration issues;
- Assist in implementation of capacity building initiatives for media stakeholders;
- Maintain, organize and update Media and Communications SharePoint and mission's online platforms including the website;
- Create information, education and communication (IEC) material for use in awareness raising initiatives;
- Monitor media coverage of the mission's work and other media developments on migration;
- Provide administrative and logistics support for implementation of national and regional communication activities;
- Undertake duty travel, when necessary, in particular to cover mission activities;
- Any other related tasks as required or assigned by the supervisor.

3. QUALIFICATIONS AND EXPERIENCE

EDUCATION

- High school degree with at least four years of relevant professional experience.
- Bachelor's degree in Communications, Journalism, Development Studies, Social Sciences, or any related fields from an accredited institution with at least two years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

EXPERIENCE

- Proficient in Microsoft Office applications (e.g. Word, Excel, PowerPoint, E-mail, Outlook);
- Experience in community engagement, outreach, advocacy or awareness raising initiatives;
- Good grasp of migration dynamics in Thailand is an advantage;
- Good grasp of the media landscape in Thailand;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- Experience in liaising with government, media and civil society partners is an advantage.

SKILLS

- Skilled in digital content creation, including graphic design, photography, videography, and editing;
- Skilled in the use of Adobe Creative Cloud, in particular Adobe Illustrator, InDesign and/or PremierePro;
- Strong organizational skills and reliability in time management and schedule organization;

- Ability to work in a multi-cultural environment and respect for diversity;
- Teamwork-oriented but with a capacity to work independently.

4. LANGUAGES

- Fluency in Thai and English (oral and written) is required.

5. DESIRABLE COMPETENCIES:

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 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.
- 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 1*

- Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Delivering results: Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Managing and sharing knowledge: Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Communication: Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.

How to apply:

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement. **Please attach the following documents in your application.**

- a cover letter, indicating the dates of availability;
- a curriculum vitae;
- a duly completed IOM Personal History Form which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbdl1371/files/Vacancies/Form/iom-personal-history-form-270122.xls>.

Other

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.
- Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
- 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.
- IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
- Only applicants who meet the above qualification will be considered.

For further information and other job postings, you are welcome to visit our website: [Careers | IOM Thailand](#).