

ICMPD **Generic Job Profile**

Junior Communications Officer¹

Functional Overview

The Junior Communications Officer supports the implementation of communications activities and outputs, outreach and visibility strategies, in close coordination with her/his respective manager(s), colleagues and internal and external ICMPD stakeholders. S/he contributes to the planning and organisation of communications activities and drafts a variety of visibility items and outputs, in line with approved objectives, work plans, communications budget(s) and with partner and donor requirements and guidelines. Communications activities and outputs regularly monitored for their quality and impact, identifying issues and proposing timely solutions. As necessary, s/he coordinates with colleagues in ICMPD's Corporate Communications Unit (COMMS) ensuring alignment with ICMPD's overall communications strategy and guidelines. Working closely with the respective manager(s) and relevant colleagues, s/he supports the development and maintenance of relationships with external stakeholders (e.g. communications focal points in EU delegations, regional media, and focal points in beneficiary agencies, where applicable). S/he supports the planning and organisation of the work of contractors, monitoring their outputs for quality and timeliness in-line with ICMPD's Regulations, Rules and Procedures, facilitating effective collaboration and coordination with internal stakeholders, as necessary.

Key Results

Contributions to Communications Activities: Competent support provided to the implementation of the respective Communication Strategy, Visibility Plan, and Yearly Work Plan. In coordination with relevant internal colleagues and in line with partner and donor requirements, communication activities effectively supported according to the workplan and implemented in an efficient and cost-effective manner. Agreed upon communication outputs delivered in a timely and qualitative manner, with visibility outputs and online content reviewed and edited as necessary. Working closely with the respective manager(s), communications content defined, formulated and produced in-line with ICMPD's regulations and guidelines. Media, press, and communications outreach effectively deployed during project events and meetings. Draft inputs to speeches, presentations and reporting activities regularly provided, as necessary.

Communications Administration: Communications activities inputs administered according to ICMPD regulations, rules, and procedures and in-alignment with donor requirements and visibility guidelines. Financial expenditures on communications activities level regularly monitored with budgetary limits being and proposals suggested for the use of savings. Contracts of experts, consultants, and service providers effectively managed, performance regularly assessed, and payments made according to schedule and budget in-line with ICMPD's regulations, rules and procedures. Procurement processes initiated and monitored in-accordance with ICMPD regulations, rules, and procedures. Documentation accurately recorded and databases effectively maintained.

¹ This profile is classified at LP1.

Contributions to Communications Development: Communication achievements reviewed with her/his respective manager(s), and lessons learned drafted, with qualitative inputs proposed to the formulation of new communication items. Innovative communications ideas identified, and new communications concepts proactively proposed. Relevant conferences/meetings/seminars/and events identified and prioritised to support ICMPD's visibility. Active participation ensured with ICMPD's Communicators Working Group in support of institutional developments, processes, and practices.

Required Expertise

- Capability to effectively support communications and outreach activities in an international context.
- Ability to conceptualise approaches to support the design, development and implementation of communications and engagement activities.
- Adaptability and good organisational skills, including the ability to identify priority tasks and manage simultaneously occurring tasks and shifting priorities.
- Capability to establish good working relations with different teams and stakeholders.

Qualifications, Experience and Language Skills

- Master's degree related to the area of work or equivalent.
- Minimum of 1 year of experience in the field of communications preferably in a border/migration management context.
- Experience in journalism, storytelling, editing, and proofreading.
- Good analytical skills, including assessment of communications and outreach activities (email, social media, etc.).
- Good drafting skills, with a focus on communication products.
- Proficiency in (verbal/written) English. Proficiency in the language of the duty station is an asset.
- Strong use of communication programmes (i.e. Adobe Illustrator, Photoshop, In Design) as well as standard IT tools.