

## ICMPD Job Profile

### JUNIOR COMMUNICATIONS OFFICER <sup>1</sup>

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#### Functional Overview

The Junior Communications Officer supports the implementation of communications, outreach and visibility activities and outputs for the Policy, Research and Strategy Directorate (PRS), aligned with ICMPD's overall corporate communications strategy and ICMPD's Corporate Communications Unit (COMMS). The focus is on raising ICMPD's research and policy profile with relevant stakeholders and supporting institutional flagship initiatives, such as the annual Vienna Migration Conference (VMC). S/he supports activities and approaches that strengthen collaboration and learning across ICMPD's communications competencies.

#### Key Results

**Communications Activities:** In conjunction with other team members, communications products (via email, websites, and social media) drafted, disseminated, and monitored. The work and initiatives/projects of the Directorate shared widely and effectively within and outside of ICMPD, with a focus on key stakeholders and platforms relevant to the product, activity, or migration issue in question. Support provided to communications strategies and other plans to promote the work, knowledge, and branding of ICMPD.

**Communications Tools:** The continuous operation of the Directorate's communication channels and tools effectively monitored, including regular updates and back-end work. Reach and impact regularly assessed, with data interpreted and reported, and suggestions made of ways to increase outreach and engagement. Templates, presentations, visuals, and other tools prepared to support the effective communication of research and policy findings, engaging external experts, as required. In conjunction with senior colleagues, the current audience and any existing gaps identified, and ideas proposed for increasing the audience for the Directorate's research and policy work.

**Supporting Flagship Initiatives:** Communications and visibility activities and outputs to promote institutional flagship initiatives effectively supported. Contributions made to pitching and communicating the VMC brand and sustaining the engagement of partners and sponsors, as well as to the enhancement of the overall publicity of the VMC and engagement with relevant audiences before, during and after the event. Input on the planning of the conference report shared and the production and dissemination implemented effectively and on time.

#### 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 to ensure effective coordination in the assigned area of work.

#### Qualifications, Experience and Language Skills

- Master's degree related to the area of work or equivalent.

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<sup>1</sup> This job is classified at IP1

- Minimum of 1 year of experience in the field of communications in a research or policy context, in international organisations, think tanks, embassies or other relevant institutions. Experience with communications on migration data or policies is an asset.
- Good analytical skills, including assessment of communications and outreach activities (email, social media, etc.).
- Good drafting skills, with a focus on communication products. Experience in conveying complex issues in a language appropriate for policy-related audiences is an asset.
- Understanding of state-of-the-art AI apps, is an asset.
- Strong (verbal/written) English skills, proficiency in EU languages is an asset.
- Strong use of communication programmes as well as standard IT tools.