

ICMPD Job Profile

COMMUNICATIONS OFFICER¹ -EU4IBMTR

Organizational Setting

The International Centre for Migration Policy Development (ICMPD) is an international organisation that promotes innovative, comprehensive and sustainable migration policies. With 19 Member States and over 60 projects active throughout Europe, Africa, Asia and Latin America, ICMPD is a growing and has relevant presence in its field. The organisation's greatest assets are its 450+ staff members, who personify its values of commitment, integrity, partnership, respect, and innovation in actions and decisions.

The Western Balkans and Turkey Regional Office (WBTR RO) is the responsible organisational unit of ICMPD established to coordinate work of ICMPD within Western Balkans and Türkiye. The main seat of the Regional Office is in Istanbul, and Regional Office operates through the offices located in Ankara, Belgrade, Sarajevo, Skopje and Pristina. ICMPD's portfolio within this region covers a wide range of thematic areas, including regular and irregular, border management, asylum and international protection, trafficking in human beings, migration, migration policy development, migration and civil society, and migration and development, notably the socioeconomic integration of migrants and refugees, diaspora matters as well as inter-regional and cross-regional cooperation. Through working closely with national institutions, EU and partner countries, ICMPD provides support for further development of migration management systems within this region through allocated 50+ staff members.

Border Management and Security issues are among the key matters on which ICMPD has been supporting national authorities in Turkey. ICMPD's overall support and projects in this area will further focus on providing capacity-building support to national institutions in Turkey and further strengthening border management systems in Turkey, and prevention of irregular migration.

The assignment will be undertaken at the WBTR RO in Ankara.

Main Purpose

Under the oversight of the Portfolio Manager (WBTR), the direct supervision of the Project Manager and in close collaboration with other team members, the Communications Officer implements and monitors the Communication and Visibility Plan of the EU4IBMTR Project and supports the development and implementation of communication activities of the ICMPD WBTR RO.

Role

The Communications Officer plans and organizes communications activities and produces a variety of visibility items and outputs specified in the Plan, aligned with the approved EU4IBMTR project's objectives, work plan, available communications budget and in line with partner and donor visibility

¹ This project profile is classified at LP2.

requirements and communications guidelines. S/he is responsible for the timely production of high-quality communications outputs within the project assigned. S/he will also support the WBTR RO, in developing communications activities and their implementation.

Functions / Key Results Expected

- Develop biannual work plans for a digital marketing presence, social media and web-based activities and a yearly work plan for cross cutting communications activities according to the Plan.
- Provide support to the development of an overall WBTR RO communications plan;
- Plan, develop and organise communications activities and initiate and implement processes for production of content (visual, digital, written) by:
 - Editing texts;
 - Proof-reading and organising translation;
 - Draft script for videos;
 - Developing infographs, presentations, lay-outs and visuals;
 - Share visibility items or communications concepts through presentations to workshops, meetings, events and through website and publications, where applicable;
- Design and organise communications support for EU4IBMTR and other ICMPD WBTR events, meetings, workshops and activities with a focus on visual and promotional content;
- Coordinate with, and mobilise experts for, media, press and communications outreach during project events, meetings and outputs. Monitor communications activities and progress;
- Review and edit outputs and written content (reports, studies, project reports etc.) as well as online content (newsletters and articles) suitable for the EU4IBMTR Project's communication purposes;
- Draft and upload content and articles of upcoming meetings, by updating the events sections and photo gallery and by developing the existing structure;
- Ensure that communications activities are implemented and outputs generated in an efficient and cost-effective manner in line with the Plan and budget and in accordance with partner and donor visibility requirements and communication guidelines; Ensure that budget allocations are not exceeded. Take corrective action as required. Contribute to budget revisions and potential savings;
- Ensure that administrative processes such as procurement and contracting are carried out promptly, in accordance with ICMPD rules and established business processes and in compliance with donor rules, where applicable;
- Compile and draft inputs on communications activities for internal and external project reviews and reports;
- Identify, develop and draft inputs for new communications concepts, proposals, work plans and budgets;
- Participate in conferences/meetings/seminars relevant to the project's communications.

Required Expertise

- Capability to manage websites as well as digital platforms.
- Capability to maintain a social media presence and the measurement and reporting on the performance of digital marketing campaigns.
- Ability to identify content opportunities, produce the relevant materials and disseminate via the most appropriate digital channels.
- Identification of digital trends and evaluate emerging technologies and to use these to disseminate information.
- Capability to successfully build networks and partnerships.

Qualifications, Experience and Language Skills

- Master's degree related to the area of work.
- A minimum of 3 years of position relevant work experience in digital marketing management, in an international context.
- Good advocacy skills.
- Experience in use of digital platform tools.
- Experience with graphic design programmes (Indesign, Illustrator, Adobe).
- Excellent communication and presentation skills.
- Proficiency in (verbal/written) English and Turkish.
- Proficiency in use of standard IT tools.