

ICMPD Job Profile

COMMUNICATION OFFICER¹

Functional Overview

As part of ICMPD's Western Balkans and Türkiye (WBTR) Regional Office in Ankara, with the guidance of the Head of Region (WBTR), and working with the respective Portfolio Manager and in close collaboration with the Project Manager, Project team members and liaising with ICMPD's Corporate COMMS Unit at Headquarters, the Communication Officer is responsible for implementing and regularly monitoring the Communication and Visibility Plan, strategy and actions of the projects within WBTR's Border Management Portfolio and the EU4IBMTR project in particular. In line with ICMPD's overall corporate communications strategy, s/he plans and organises communications activities and produces a variety of visibility items and outputs ensuring that such activities are aligned with the approved projects' objectives, work plan and available communications budget and in line with partner and donor visibility requirements and communications guidelines. S/he is responsible for the timely production of high-quality communications outputs (including infographics and text/layout for newsletters etc.) within the assigned Project, ensuring effective media pitches and positive media coverage.

Key Results

Development and Implementation of the Project Communication Plan and Strategy:

Smooth and effective implementation ensured of the Communication and Visibility Plan of the Project within WBTR's Border Management Portfolio in close coordination with the Project Team, the Project's main Beneficiary, and other relevant Project stakeholders. Based on solid knowledge and experience, a strategic vision for the overall Project developed with a draft prepared outlining a clear communication strategy through proper analysis of the needs of the Project and its components. Communication-related activities implemented within the framework of the project expertly coordinated with all stakeholders.

Communication Operations and Resource Utilization: Communication activities ably planned and organized with a variety of visibility items and compelling outputs being produced, ensuring consistent messaging across all media platforms, as specified in the Communication and Visibility Plan. All activities systematically aligned with the approved Project objectives, work plan, available communications budget, and in line with partner and donor visibility requirements and communications guidelines. Effective technical expertise and writing skills provided to the timely production of high-quality fact-based communications outputs within the Project. Liaison with ICMPD's Corporate COMMS Unit undertaken to ensure outputs are aligned with the Organisation's overall communications strategy and format.

¹ This project profile is classified at LP3.

Contributions to Stakeholder Management: Proactive participation undertaken in the establishment and maintenance of a dialogue between the Project and partners to ensure that the scope and direction of communications activities remain relevant and engaging for the achievement of the intended results. Communications support creatively designed and organized to ensure the success of EU4IBMTR events, meetings, workshops and other activities with a focus on visual and promotional content to ensure the effective enhancement of the reputation of ICMPD's role and activities in the area of Border Management.

Further Development of Communication Initiatives: Innovative proposals provided for the effective use of emerging digital trends in the field of communications to ensure a cutting-edge approach to the creation and dissemination of information regarding ICMPD's activities with its Border Management portfolio in the Region.

Required Expertise

- Experience in communication activities in coordination with national and international competent authorities.
- Experience in dealing with journalists in general.
- Experience in handling critical media requests.
- Capability to manage the website and digital platforms.
- Capability to maintain the social media presence and the measurement and reporting on the performance of all digital marketing campaigns.
- Ability to identify content opportunities and produce the relevant materials and disseminate via the most appropriate digital channels.
- Capability to identify digital trends and evaluation of emerging technologies to disseminate information on EU4IBMTR's core activities
- Capability to successfully build strategic networks and partnerships.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of communication strategies.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 5 years of position-relevant work experience in communications or public relations, in an international context.
- Knowledge of the field of migration and border management in particular, is an asset.
- Solid drafting, communication, and presentation skills.
- Proficiency in the use of standard IT tools.
- Good advocacy skills.
- Experience in the use of digital platform tools.
- Experience in handling and answering media requests.
- Strong and resilient network with media organizations and key journalists in Türkiye.
- Experience with graphic design programmes (Adobe Illustrator, Photoshop and In Design).
- Experience in planning, initiating and implementing processes for the production of content (visual, digital, written).
- Experience in developing, formulating and drafting inputs to communications concepts, proposals, and work plans.
- Proficiency in (verbal/written) English and Turkish.