



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY ANNOUNCEMENT

Vacancy Notice No.: IOMTJK/2017/03(C)
Duty Station: Dushanbe, Tajikistan
Position title: Communications Consultant
Classification: Consultancy
Type of Appointment: Consultancy contract, 6 months with the possibility of extension
Organizational Unit: Community Stabilization and Emergency Unit

The International Organization for Migration (IOM) is looking for qualified candidates to fulfill the position of Communications Consultant.

Nature of the consultancy: To develop, promote launch and maintain an IOM online information campaign targeting migrant workers and carried out under the Tajik-Afghan Integration, Resilience and Reform Building (TAIRR) Programme

Objective: To facilitate the improvement in livelihood of people living across the Tajik-Afghan border through effective and efficient delivery of IOM community stabilization activities in GBAO and Khatlon of Tajikistan

IOM Project to which the consultancy is contributing: Tajik-Afghan Integration, Reform and Resilience Building Programme

Tasks to be performed under this contract

- Post safe migration information and respond to migrant workers' queries in different social media/online platforms and groups, including administration of an online (Viber) support group of returned migrants and respond to their questions/concerns
- Prepare and update content on IOM media platforms such as IOM's MigApp;
- Promote IOM engagement campaigns on various social media platforms and direct messaging services;
- Assist with media and communication aspects of the programme under the direct supervision of the Community Stabilization and Emergency Unit Project Manager, and in conjunction with local and international staff/consultants;
- Conduct field visits and interact with IOM partners on relevant IOM activities to inform the campaign;
- Identify high quality posts/articles that can be shared to donors for re-posting and have them approved and shared by the Senior Project Assistant.
- Produce a monthly social media interaction report;
- Provide logistical support to CS project staff with organization of meetings/workshops/round table and make sure that high-quality photos were taken and posted in different social platforms;
- Assist with data collection and database entry as required
- Undertake all other duties as may be assigned.

Tangible and measurable output of the work assignment

- Make 2 quarterly communication plans, including all project related events, including workshops/round tables/conferences, success stories of beneficiaries, migration news with indicating sources for getting data and timeframe;
- Post online articles/updates in conjunction with the media focal point, including 3 success stories, 6 migration news in social platforms;
- Monitor the online Viber group for returned migrant from counselling group and respond to their questions/concern on timely manner;
- Provide logistical and visibility support for project events that may include registration of participants, taking notes, taking high-quality photos and ensuring that photos were posted in social platforms;
- Make a table of all events posted in social platforms, with a link to the source, date of posting, number of users, number of comments and regularly keep it updated;
- Produce monthly reports on progress

Realistic delivery dates and details as to how the work must be delivered

The assignment is expected to be completed within six months, which is 1st of November 2019 until 31st of April 2020.

- Prepare 2 quarterly communication plans, including all project related events, including workshops/round tables/conferences, success stories of beneficiaries, migration news with indicating sources for getting data and timeframe by 15 November, 2019 and 31 January 2020, respectively;
- Meet project Key Performance Indicators for social media activities by 31 March 2020
- Post online articles/updates, including 3 success stories, 6 migration news post in social platforms after conducting each activity;
- Support an online support group for returned migrant from counselling group and respond to their questions/concern on timely manner by end of March 2020;
- Produce 6 monthly reports to IOM by 25th of each month

Required qualifications

The Consultant is expected to have the following competencies and expertise:

a. Experience

- 2 years of experience in online communications; Previous experience in marketing or behavior change communications is an advantage

b. Education

- University degree, preferably in communications or marketing; Specialization in SBCC or equivalent training will be considered as an advantage.

c. Competencies and skills

- Excellent understanding of social media or advertising/marketing
- Familiar with the local context in rural Tajikistan, particularly Khatlon and Badakhshon
- Strongly computer literate and experienced in use of social media platforms
- Excellent Interviewing and listening skills
- Fluency in spoken and written English/Russian/Tajik required
- Experience with Microsoft Office programs

d. Personal qualities and other requirements

- Objective and analytical
- Results-driven
- Strong sense of commitment
- Efficient
- Capable of working under time pressure
- Proven track record of delivering on time
- Good interpersonal skills
- Culturally sensitive
- Ability to work effectively and harmoniously within a team and with colleagues from varied cultures and professional backgrounds

Reporting

The consultant will submit monthly progress reports by the 25th of each month.

Confidentiality arrangements

The contracted consultant or individual members of a consultancy organization are not permitted to use any beneficiary data or reported findings for commercial use.

Application procedure

Interested candidates are kindly requested to submit a CV and cover letter including availability, by electronic mail **with the subject line ‘IOM Communications Consultant’** and to the following e-mail address: applications.tj@iom.int

Deadline: 18 October 2019, 17:00 local time (Tajikistan)

Notes:

Only shortlisted candidates will be contacted by IOM following receipt of their CV and cover letter.