



VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Project Clerk (CinemArena)**
Duty Station : **Rome, Italy**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **March 29, 2024**
Reference code : **VN 2024 13**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society.

IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

Context:

The Migration Management Unit of the Coordination Office for the Mediterranean of the International Organization for Migration (IOM) carries out several initiatives to strengthen migration management in Italy and in countries of transit and origin, through different areas of intervention including the implementation of awareness-raising projects informing on the risks of irregular migration and promoting social cohesion as well as socio-economic and empowerment opportunities as positive alternatives.

Under the overall supervision of the Head of Migration Management Unit (MMU), the direct supervision of the "CinemArena" Project Manager and the thematic coordination of the Public Information-Media Focal Point, the incumbent shall assist in implementing activities related to Awareness Raising Information Campaigns on the risks of irregular migration. S/he will assist in the implementation of activities in Italy and in the project target countries, as well as in supporting the coordination with other IOM Missions and with the partners involved in the project.

Core Functions / Responsibilities:

- Contribute to maintaining social media management and outreach by assisting in the collection of regular updates, to be feeding the content of the website/social platform, and other dissemination tools;
- Support the preparation and organization of events, workshops and coordination meetings with the donor, as well as other IOM Missions and any other technical meetings with relevant partners;
- Assist with informal translations into/from English/French project documents such as reports, assessments, profiles, monitoring, etc.;
- Assist in collecting information related to the implementation of the project from IOM offices in target countries to feed reports, assessments, elaboration of leaflets and any visibility material related to the information campaign;
- Provide general assistance for the fulfilment of administrative procedures in line with IOM rules, regulations and standards;
- Keep in good order all the documents related to information campaign files;
- Travel on duty as may be required;
- Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- High School diploma with three years of relevant experience; or,
- University degree from an accredited academic institution in: Social Sciences, Political Sciences, Humanitarian and Development Sciences, International Cooperation, Arts and Cultural Events, Communication or any other discipline related disciplines, with one year of relevant professional experience.

Experience

The following experiences are considered an advantage:

- Experience in the field of migration, with a focus on awareness-raising initiatives, community engagement and capacity building;
- Experience in managing social media and analysing outreach;
- Experience in elaboration of data visualisation reports, booklets, flyers and infographics;
- Experience in supporting the organization of trainings, events or workshops;
- Experience in supporting the implementation of community engagement activities with youth and civil society organizations;



- Experience in working on development cooperation projects in the field, especially in African countries;
- Experience in drafting reports in English, French and Italian;
- Previous experience with IOM will be considered an advantage.

Skills

- Great critical thinking, proactiveness and creativity;
- Good understanding and command of media and communication tools (digital and traditional);
- Knowledge of graphic design programs (InDesign, Photoshop, etc.) and video creation skills will be considered an advantage;
- Knowledge of IOM financial rules and regulations will be considered an advantage;
- Excellent organizational and teamwork skills;
- Intercultural skills.

Languages

- Fluency in French, English and a very good command of Italian is required;
- Working knowledge of Arabic is considered an asset.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.



- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this [link](#).
Competencies will be assessed during a competency-based interview.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Italy will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications to applicationsiomitaly@iom.int by 29 March 2024 at 23:59 (CET - Rome time), including the following documents:

- a) CV or PHF
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

The reference code **VN 2024 13 Project Clerk (CinemArena) SURNAME Name** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

Candidates who do not possess the above requested qualifications will not be taken into consideration.

Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period: From 15.03.2024 to 29.03.2024.



Questionnaire on Mandatory Requirements for Local Recruitment in Rome, Italy

VN 2024 13 Project Clerk (CinemArena), Coordination Office for the Mediterranean

Liaison Mission for Italy, Malta and the Holy See

Education

Tick as appropriate depending on what you have:

High School diploma with three years of relevant experience; or, yes ☐ no ☐

University degree from an accredited academic institution in: Social Sciences, Political Sciences, Humanitarian and Development Sciences, International Cooperation, Arts and Cultural Events, Communication or any other discipline related disciplines, with one year of relevant professional experience.

yes ☐ no ☐

Language

Italian (good command, oral and written); yes ☐ no ☐

English (fluency, oral and written); yes ☐ no ☐

French (fluency, oral and written). yes ☐ no ☐

Other

Are you currently holding a valid driving license? yes ☐ no ☐

Are you currently holding a valid residency in Italy? yes ☐ no ☐

Are you currently holding a valid permit of stay in Italy for work reasons? yes ☐ no ☐

I declare that the information entered within this mandatory questionnaire is true. By signing this questionnaire, I am aware that in case of false declaration my application will be disqualified.

Date:

Name:

Signature: