



## VACANCY NOTICE (VN) Open to Internal and External Candidates

Position Title : **Programme Associate (CinemArena)**  
Duty Station : **Rome, Italy**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **May 17, 2024**  
Reference code : **VN 2024 18 EXT**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **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 Director, Coordination Office for the Mediterranean and Chief of Mission for Italy and Malta, Representative to the Holy See, the direct supervision of the Head of Migration Management Unit (MMU) and the thematic coordination of the Public Information-Media Focal Point, the incumbent shall be responsible in implementing and monitoring activities related to “CinemArena” information campaign, managed by IOM Rome and implemented in five North West African countries, on Informed Migration, Socio-economic Opportunities and Empowerment.

### **Core Functions / Responsibilities:**

- Support coordination of the overall implementation and monitoring of all activities related to IOM Italy's awareness-raising project "CinemArena";
- Support the coordination of IOM colleagues involved in target countries (West Africa, North Africa and HQ) and other relevant stakeholders, and provide guidelines and technical support during the implementation of the activities;
- Coordinate the collection of data in collaboration with the head of unit (MMU);
- Monitor the budget, including by tracking expenditures, drafting and preparing interim and final reports, under the supervision of the Head of MMU;
- Provide Donors and partners with regular updates and graphical monitoring tools, and provide continued support to Donors for current project activities and their further development;
- Support projects visibility, in line with IOM visibility requirements, and in close coordination with the PR-Media focal point, by coordinating the regular updating of the website/social media pages and other dissemination tools;
- Keep the MMU, the PR-Media Focal Point, the RDPP-Management Support Unit and relevant colleagues fully informed of the project's activities. Prepare and coordinate internal regular updates, graphic leaflets and projects information, specific briefings, statistical reports and lessons learnt to cover the projects activities as needed;
- Organize and participate in project's events and missions, also requiring travel on duty and liaison with IOM Missions involved in the preparation of such travels;
- Participate in relevant seminars and expert meetings, as well as other events aimed at promoting IOM's image and activities, as required;
- Provide general support in identifying and developing new programmes and project possibilities, in coordination with the MMU and PDO, taking into account identified needs, expressed government interests, and donors' priorities, and in line with IOM's mandate and strategy;
- Undertake duty travel related as required;
- Perform any other duties as may be assigned.

### ***Required Qualifications and Experience:***

#### **Education**

- High School diploma with five 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 three years of relevant professional experience.

#### **Experience**

- Experience in information and awareness-raising campaigns in developing countries;



- Experience in project implementation reporting, financial and administrative aspects of the daily project implementation;
- Experience in developing targeted awareness material (documentaries, videos, comics, radio programs, podcasts, music albums, etc.);
- Experience creating high-quality visual materials for the project's presentation, sponsorship, and video production to highlight its operations;
- Experience in organizing and conducting focus groups, workshops and in the drafting and submission of questionnaires;
- Sound and proven knowledge of internal and international migration issues in the Mediterranean Region and Africa, the sub-regions and related issues;
- Previous experience with IOM will be considered an advantage.

### **Skills**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Expertise in the area of communication, marketing, social media management, design and production of visibility materials (graphic development skills and video editing); and
- Strong ability to communicate and collaborate with people from different backgrounds.

### **Languages**

- Fluency in Italian, French and English is required (oral and written);
- Any other languages relevant to the project will be an advantage.

### ***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](mailto:applicationsiomitaly@iom.int) by 17 May 2024 at 23:59 (CET - Rome time), including the following documents:

- a) CV or PHF
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 6)

The reference code **VN 2024 18 EXT Programme Associate (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 03.05.2024 to 17.05.2024.



**Questionnaire on Mandatory Requirements for Local Recruitment in Rome, Italy**

**VN 2024 18 EXT Programme Associate (CinemArena), Coordination Office for the Mediterranean  
Liaison Mission for Italy, Malta and the Holy See**

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**Education**

*Tick as appropriate depending on what you have:*

High School diploma with five 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 three years of relevant professional experience.

yes  no

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**Language**

Italian, French and English (fluency, oral and written);

yes  no

Any other languages relevant to the project will be an advantage..

yes  no

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**Experience and skills**

Experience in information and awareness-raising campaigns in developing countries;

yes  no

Experience in project implementation reporting, financial and administrative aspects of the daily project implementation;

yes  no

Experience in developing targeted awareness material (documentaries, videos, comics, radio programs, podcasts, music albums, etc.);

yes  no

Experience creating high-quality visual materials for the project's presentation, sponsorship, and video production to highlight its operations;

yes  no

Experience in organizing and conducting focus groups, workshops and in the drafting and submission of questionnaires;

yes  no

