



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Public Information Assistant
Position grade	Ungraded (G4 equivalent)
Duty station	Tokyo, Japan
Position number	N/A
Job family	Public Information
Organizational unit	N/A
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	(to be filled by Classifier)
Reports directly to	Public Information and Donor Relations Officer
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the Public Information and Donor Relations Officer in IOM Tokyo, and in collaboration with relevant units at IOM Tokyo, Regional Offices and Headquarters, the successful candidate will be responsible for public information activities of IOM Tokyo.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ul style="list-style-type: none">• Plan feasible mission's public information activities for the year in collaboration with supervisors and other colleagues.• Advise the COM and the direct supervisor on innovative ways to enhance visibility of IOM's global activities and raise awareness on migration in Japan.• Prepare contents for public information activities including selecting and translating IOM's English programme updates, press briefing notes, and other related information materials, into Japanese; as well as translating Japanese materials into English as the need arises; that effectively informs and engages external audiences and supports media and advocacy campaigns.• Assist with managing IOM Tokyo's website, social media accounts (Facebook, Twitter, etc.) and other PI tools to publicize IOM activities widely.• Prepare and organize public information events such as online film screenings and conferences on IOM's programmes.	

- Support the production of Japanese information materials such as newsletters and brochures to be delivered at conferences, public events, lectures by IOM staff, etc.
- Participate in public information related internal and external meetings and take minutes when required for better coordination with internal and external partners.
- Assist with coordinating with partners, stakeholders, media and others on communication, and responding to queries on IOM programmes.
- Perform other duties and tasks as assigned by the supervisor.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

University degree in International Relations, Journalism, Media Studies, or a related field from an accredited academic institution.

EXPERIENCE

- Minimum three years of public information related work experiences.
- Experience in the field of international cooperation (NGOs, international organization, etc.) will be an advantage.

SKILLS

- Strong editorial judgement, including ethical and political awareness.
- Proficiency with website management and social media platforms including Facebook, Twitter, YouTube, and others.
- Sophisticated understanding of multimedia content, including how it can best be produced, packaged, published and shared on websites, on social media and with news organizations.
- Managing social media scheduling tools.
- Ability to edit image and video in formats suitable for website and social media is preferable
- Proficiency with Microsoft Office 365, Windows, Office, and Outlook, and desktop software applications.
- Experience working in a multi-cultural office environment.
- Excellent organization and analytical skills, attention to details, and ability to work with minimum supervision.

V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and Japanese (oral and written). Please submit certificate of English language ability available.	
VI. COMPETENCIES ¹	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies – behavioural indicators <i>level 1</i></p> <ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. 	