



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Visual Communication Assistant
Position grade	SST UG-99.
Duty station	Country Office, IOM Costa Rica
Position number	XXXXXXXXX
Job family	Operations
Organizational unit	10007937
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	
Reports directly to	20055092
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The Western Hemisphere Program, financed by the U.S. Department of State Bureau of Population, Refugees and Migration seeks to strength governmental capacities to manage migration in a humane and sustainable manner. The Program has four pillars: migration management, alliances and cooperation, emergencies and migration crisis and communication for development.</p> <p>Under the general supervision of the Regional Program Coordinator and the direct supervision of the WHP Regional Communication Officer, the Visual Communication Assistant will be responsible for executing the following tasks:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Assist the coordination, implementation, monitoring, and evaluation of the communication activities of the Program.2. Know and ensure compliance with the IOM style and brand guidelines.3. Design promotional and visibility materials, both digital and printed, for the implementation of the program's regional communication strategy.4. Lay out brochures and other publications produced by the Program.5. Participate in the creation of creative concepts for promotional campaigns and communications for development campaigns.6. Assist the visual and conceptual maintenance of the website, newsletter, social networks and landing pages.	

- 7. Collaborate to optimization of the branding and usability of communication campaigns and products.
- 8. Participate in creativity and design processes in communication activities for their development in the region.
- 9. Participate in eventual hiring processes of internships related to graphic design, in close coordination with the Communications Officer.
- 10. Other duties assigned by the Communication Officer, in accordance with professional capacities.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Graduated in Graphic Design from a recognized university. Mastery in related area will be an advantage.
- Minimum of 3 years of practical and demonstrable experience in the development, implementation / execution of communication strategies and / or performing similar duties to those required for the performance of this position.

EXPERIENCE

- Proven professional experience in migration and / or human rights, with an emphasis on protection and assistance to specific groups in vulnerable conditions.
- Theoretical and practical management of a gender, human rights and communication for development approach.
- Experience in branding processes, creativity, editorial design and campaigns.
- Knowledge of user experience design will be an advantage.

SKILLS

IT skills, especially with design and photo-editing software (Adobe Acrobat, Adobe Creative Suite, Adobe Flash, Adobe Illustrator, Adobe InDesign, Adobe Photoshop...)

Other related skills: Illustration, Infographics, logo creation, layout.

Accuracy and attention to detail.

Excellent time management.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in Spanish	English
VI. COMPETENCIES¹	
The incumbent is expected to demonstrate the following values and competencies:	
<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 3</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. 	
SIGNATURES:	
1 ST LEVEL SUPERVISOR	DATE
2 ND LEVEL SUPERVISOR	DATE

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.