



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title	Public Information Officer
Position grade	Special VN (26600 EUR Yearly Gross Salary subject to Ins Premium & Taxation)
Type of Appointment	Special Contract for three months.
Duty station	Athens, Greece
Organizational unit:	Programs' Management Department
Vacancy number	GR14/14
Estimated Start Date	01/04/2014
Closing Date	28/03/2014
Reporting directly to	Chief of Mission of IOM Office in Greece
Directly reporting staff	None

Please be advised that this is a local position and as such only qualified candidates with suitable residence/ working permit in Greece will be considered.

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>The Public Information Officer under the supervision of the Head of Office will be accountable and responsible for the implementation of internal and external communication and media related activities required for all the IOM Greece active projects. Moreover, will undertake the collecting and dissemination of the necessary information regarding planning, organizing and proper development of the information campaigns.</p> <p>The Public Information Officer has the responsibility to run the responsibilities in question as smoothly as possible, ensuring management quality, cost-effectiveness and transparency in accordance with IOM high standards, with a view to position IOM Office in Greece as the reference organization in administrating programs of such kind.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<ul style="list-style-type: none">• Under the direction and supervision of the Head of Office, this position is responsible for managing communications and public relations activities of IOM Office in Greece• Public Information Officer provides the media with information about the projects and activities implemented by IOM Office in Greece• Public Information Officer will also be responsible to organize key promotional events to enhance IOMs relations with the Government of Greece and other relevant stakeholders• Take part in the planning, coordination and preparing of all events organized by the IOM, such as seminaries, press conferences, meetings, presentations, etc.; contributing to their success.• Establish and maintain strong and regular liaison with the project/program

partners, such as governmental and non-governmental authorities, as well as with other local and international organizations, for the administrative coordination of the activities

- Establish and maintain strong and regular liaison with the newspapers, TV and radio stations, news agencies, in order to inform the public, promote IOM activities and coordinating the media coverage of the events
- Establish excellent relations with the local community
- Undertake ongoing Communication activities such as responding to inquiries, maintaining calendar of events and communications mailing lists and evaluating the impact of key communications tools
- Prepare, in a timely manner, focused, highly readable written materials, ensuring consistent visibility of IOMs Greece activities
- Regular contact with IOMs Headquarters and Regional Office.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

- Accepts and gives constructive criticism
- Maintain excellent communication and interpersonal skills
- monitors own work to correct errors
- Actively shares relevant information
- Presents goals as shared interests
- Persistent, calm, and polite in the face of challenges and stress
- Seeks input and feedback from others
- Follows all relevant procedures, processes and policies
- Meet deadlines

Technical

- Maintains confidentiality and discretion in appropriate areas of work
- Knowledge in telephone and computer applications.
- Working knowledge of MS Office

V. EDUCATION AND EXPERIENCE

- University studies or a combination of Legal, Administrative, Social studies.(Relevant MA studies will be considered a plus)
- Ability to work with NGOs, intergovernmental organizations, donors, national authorities, foreign missions, Greek media
- Excellent communication skills
- Experience in relevant working environment

- Excellent oral and written Greek and English language skills.
- Good IT knowledge
- Ability to work in a multicultural environment.

VI. LANGUAGES

Required

Excellent working knowledge of both Greek and English.

Advantageous