SHORT-TERM ASSIGNMENT

SENIOR MEDIA AND COMMUNICATIONS ASSISTANT,
PUBLIC INFORMATION SERVICES, LEGAL & EXTERNAL RELATIONS DIVISION

Vacancy number: STA 20-02

Date of Issue: 30 January 2020
Deadline for applications: 29 February 2020
Entry on duty: from 01 March 2020 approximately

Contract information
This is a fixed-term assignment, for up to 3 months.

Salary
£2,775 net per calendar month (not subject to UK income tax)

Purpose of the post
Under the supervision of the Head of Public Information Services, the incumbent will be responsible for a variety of written and visual public communication activities in support of the communication and outreach-related strategy of the Organization.

For a detailed job description, please refer to page 2.

Required competencies
a) Excellent oral and written communication skills in English.
b) Demonstrable competence in graphic design (InDesign), photography and photo editing (Photoshop)
c) Capacity for independent planning and ability to work accurately under pressure.
d) Ability to draft effectively and convey information in a logical manner.
e) Ability to build and maintain effective working relationships with internal and external stakeholders, at all levels.
f) Thoroughness and excellent attention to detail in all responsibilities, ensuring accuracy in delivery and implementation.
g) Ability to multitask and work under pressure while maintaining accuracy, thoroughness and attention to detail.

Specific professional experience:
A minimum of six years in an administrative role, with drafting and project management support experience. Experience within an international organization would be an advantage.

Education
Secondary education up to university entrance standard. Qualifications in the field of communications, journalism, international relations, economics or other related discipline will be an advantage. Specific training in writing and editing for public audiences will be desirable.

Language skills
Complete proficiency in English, including the ability to draft clearly and concisely. Knowledge of any other official languages of the UN will be an asset, particularly French and/or Spanish.

Other skills
Excellent knowledge of all MS Office applications, especially Word and Excel. Experience in audio/visual disciplines (e.g. sound recording and video editing) would be an advantage.

How to apply.
Applications must include an up to date Personal History Form (also available from our website www.imo.org) and should be accompanied by a cover letter stating the reasons for applying and experience relevant to the post. Applications must be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.

Only applications submitted via email will be accepted. Please do not send applications via multiple routes.

Please state reference STA 20-02 as well as the title of the post in the subject line.

Your application will be acknowledged only in the case that you are short-listed for an interview.

* Shortlisted applicants will be tested in all relevant skills
MAIN DUTIES AND RESPONSIBILITIES OF THE POST

1. Research, prepare and draft media and communications output in English, for the general public or other specified groups, on issues pertinent to the Organization, including, but not restricted to:
   - press releases
   - briefings
   - messages and speeches
   - features and articles
   - news items
   - brochures, booklets and pamphlets
   - on-line content

2. Assist other English drafters with proof-reading and copy checking.

3. Take overall responsibility for the flow of speeches and messages between the Executive Office of the Secretary General and the Public Information Service.

4. Day-to-day coordination of IMO's on-line news feed "What's New", co-ordinating input from other colleagues as necessary.

5. Take significant responsibility for creation and delivery of IMO's still-visual communication content, including but not restricted to photography and infographics. Incumbent will be expected to design and create original content as well as coordinate with external suppliers such as graphic designers and printers.

6. Assist in developing and delivering multi-platform communication strategies for the Organization's campaigns, projects and initiatives. Co-ordinate with external suppliers such as graphic designers, printers, web developers and application designers as required.

7. Perform related and other duties within the Public Information Services team, as required, utilising the full range of required skills and competencies.

8. The incumbent will be required to liaise with, and work independently with, colleagues throughout the Organization, external suppliers and other specialists at a senior level, seeking opportunities for synergies and process improvements aiming at quality and effectiveness.

9. Undertake any other related tasks as may be required.