SHORT-TERM ASSIGNMENT

MEDIA AND COMMUNICATIONS OFFICER, MEDIA ENGAGEMENT AND CONTENT
PUBLIC INFORMATION SERVICES,
LEGAL AFFAIRS AND EXTERNAL RELATIONS DIVISION

Position number: STA 20-10

Date of Issue: 23 September 2020
Deadline for applications: 18 October 2020
Entry on duty: As soon as possible

Rate of pay: £6,370.00 net per month (free of income tax in the UK)
Contract information: Assignments are for a period of up to three months with a possibility of extension based on requirements and/or performance. There will be no expectation of conversion of the assignment to another contract. Only applicants with unhindered eligibility to live and work in the UK should apply.

Purpose of the Post
Under the supervision of the Acting Head, Public Information Services, the incumbent shall be responsible for carrying out content creation (SG messages, speeches; press briefings, news features, news items, meeting summaries; web pages on hot topics); responding to multiple, daily media queries; carrying out media liaison (including accreditation and organizing media interviews); and updating relevant sections of the IMO public website. For more specific details on the duties and responsibilities, please refer to page 2.

Required competencies
a) Strong organizing capabilities and initiative.
b) Excellent oral and written communication skills.
c) Capacity to adapt to a broad range of tasks with a solutions-oriented approach.
b) Ability to work harmoniously in a multi-cultural team and with staff at all levels.
c) Capability to work under pressure to tight deadlines and to work independently with minimal supervision.
d) High degree of initiative, accuracy and meticulous attention to detail.

Professional experience
At least 5 years of postgraduate progressively responsible professional experience and a proven track record as a communications, advocacy or marketing specialist, journalist or spokesperson. Experience in the maritime sector is desirable. Knowledge of the other IMO working languages (French and Spanish) is desirable.

Education
Advanced University degree in Journalism, International Relations, Public Relations, Communications, or other relevant field.

Language Skills
Complete proficiency in English. Knowledge of the other IMO working languages (French and Spanish) is desirable. Working knowledge of any other official UN language would be an advantage.

Other Skills
Advanced computer skills including all MS Office applications. Good numerical, proofreading skills and drafting capability. Working knowledge of SharePoint, and/or similar platform.

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

Please state reference STA 20-10 as well as the title of the post in the subject line.
Do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are shortlisted for an interview. Candidates may be tested in all relevant areas.
MAIN DUTIES AND RESPONSIBILITIES

Content creation

1 Draft press briefings, news items, FAQ, features and other material as required, to promote the work of the Organization, liaising with technical divisions, the Department of Partnerships and Projects and the Executive Office of the Secretary-General, where appropriate.

2 Draft speeches, statements and messages on behalf of the Secretary-General.

3 Draft responses for interviews with key maritime journalists, national maritime media and mainstream media, liaising with the appropriate technical officers as needed.

4 Draft summaries of the outcomes (and previews where appropriate) of meetings of the IMO Committees/Sub-Committees/Council/Assembly.

5 Create, maintain and update on-line media information resources to support the Organization’s thematic priorities, in close coordination with the other members of the media and communications team.

6 Assist in developing and reviewing content for infographics, brochures and other materials.

Media liaison

7 Monitor the main media@imo.org inbox and respond as appropriate to daily and multiple queries from specialist maritime media, independent media, online news sites, broadcast media (radio and TV), bloggers, individual journalists, mainstream media and NGO news outlets as well as the general public. Liaise with technical divisions where necessary to ensure accuracy of responses.

8 Arrange and attend phone, video and face-to-face interviews with media and key IMO staff, including the Secretary-General, providing key messages in advance to the interviewee.

9 Log email and phone conversations and responses using the enquiry management platform and online media contact management tool (PR Gloo), identifying trends and key topics, and utilizing this analysis to ensure that the IMO website (such as Hot Topic pages) contains up-to-date, relevant and accurate material.

10 Distribute IMO press briefing and news items through the general IMO press briefing mailing list and other topic-based mailing lists on the online media contact management tool and keep these lists up to date.

11 Coordinate and oversee media attendance at meetings (virtual and physical), including managing the media accreditation system and ensuring close liaison with accredited journalists.

Public website

12 Edit and update the IMO Media Centre, Hot Topics, Events, Meeting Summaries and related pages, in close liaison and coordination with the Spanish and French web specialists and other members of the media and communications team, particularly with regards to graphical and design elements.

13 Create, maintain and update on-line media information resources to support the Organization’s thematic priorities

14 Liaise with relevant technical divisions where necessary to ensure technical accuracy.
Other

15 Monitor media coverage of the Organization, identifying trends and opportunities to further promote the work of the Organization.

16 Perform other assignments as may be required.