



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE SVN-2024-087GT

Open to Internal and External Candidates

Position Title : **National Multimedia and Graphic Design Officer**
Duty Station : **Guatemala City, Guatemala**
Classification : **NO-A (1 position)**
Type of Appointment : **Special Short Term, 6 months with the possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **May 24, 2024**
Reference code : **SVN-2024-087GT**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged.
For the purpose of the vacancy **internal candidates** are considered as First-Tier candidates:

Organizational Context and Scope

The incumbent will operate (i) under the overall supervision of the Chief of Mission for Guatemala, (ii) the direct supervision of the IOM Guatemala Communications Officer, (iii) and in close coordination with the Assistance for the economic reintegration of potential and returned young migrants project coordinator. The successful candidate will be responsible for leading the creation of multimedia products through the use of graphic design tools, complying with the organization's visibility standards and guidelines.

Core Functions / Responsibilities:

- Collect, compile and present information on communications and media matters of interest.
- Capture/coordinate high quality photo and video content in the office and the field as may be assigned. Prepare audiovisual content in different formats in order to present engaging, dynamic and timely content dissemination.
- Provide technical guidance to capture IOM activities and live events for the production of institutional as well as public-facing promotional content in photo and video format.
- Propose, prepare and/or review short scripts and storylines for audiovisual content to be disseminated on the soon to be launched IOM Guatemala website and social media

channels, making sure created material is in line with the latest developments and guidelines provided by the HQ.

- Participate in the development and/or update of user-friendly guidelines for the collection and post-production of photo and video content by IOM staff throughout the country, such as informed consent and data protection, copyright, and technical production guidance.
- Support the Mission Communications Unit with the timely editing and enhancing multimedia content using appropriate software tools for video and image editing, and graphic design to maintain professional standards.
- Support the Mission in the production of internal and external communications, including pre-recorded video messages, concise explainer videos and other audio-visual communications.
- Ensure that IOM Guatemala communications products promote and support the implementation of the Organization's gender, diversity, and inclusion policy.
- Prepare or adapt thematic campaigns for the commemoration of international days and global events relevant to the organization's priorities, programmes, and ongoing activities.
- Support the digital archival of IOM owned raw photo and video assets in the IOM Guatemala Communications Unit SharePoint and the IOM Media Library to enable easy retrieval of content by ensuring its accurate tagging and captioning.
- Plan, develop and participate in technical Multimedia trainings for field staff in the to improve their photography and video outputs.
- Ensure that communication products respect the brand identity of the organization and comply with the latest version of the IOM brand guidelines.
- Ensure that the Main office and field offices visibility is in line with the IOM brand guidelines.
- Advise and monitor the creation of multimedia content to share on the organization's social media networks, such as images, videos and visuals for posts on Instagram, Facebook, Twitter, etc.
- Lead and execute at a graphic level the implementation of communication plans for the organization and its projects.
- Evaluate the impact and effectiveness of the visual materials produced by collecting and analysing data on the performance of visual communications and making recommendations for improvement based on the results.
- Work closely with other Units within the organization to develop visual materials that support the organization's goals and messages.
- Maintain IOM Guatemala website and other websites created or used by IOM Guatemala and provide regular updates, functionality, accessibility, and visual appeal.
- Coordinate graphic design projects from initial concept to final delivery, ensuring deadlines and organizational requirements are met.
- Stay on top of the latest trends in graphic design and visual communications, applying this knowledge to improve the quality and effectiveness of work.
- Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in Media and Communications, Graphic design, Digital Video Production, or a related field from an accredited academic institution; or
- University degree in the above fields with two years of relevant professional experience.

Experience

- Hands-on experience in the capturing and production of public-facing audiovisual products.

- Experience supervising the development and production of audiovisual content.
- Experience in the management, administration, and resource mobilization.

Skills

- Proven ability to produce work accurately and concisely according to set deadlines.
- Fluency in video editing software, such as Final Cut Pro, Adobe Premiere, Adobe After Effects, Adobe Indesign, and Adobe Illustrator.
- Knowledge in the creation of Epubs.
- Excellent oral and visual communication skills, with an ability to explain complex matters in an informative, inspiring, and motivational way.
- Proficient in the use of DSLR and Zoom.
- Ability to transmit information and guidance to team members in a clear and strategic manner.
- Knowledge of web design and content management.
- Work strategically to reach the Unit's goals and improve the quality of its output and reach.
- Ability to assume responsibility for own tasks and delegated work, ensuring its timely delivery.
- Excellent Time Management.

Languages

Required

Fluency in Spanish (oral and written).

Desirable

Working knowledge of English (oral and written).

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Resource Mobilization: Establishes realistic resource requirements to meet IOM needs

Core Competencies

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

How to apply:

Internal and External Candidates:

To apply for this position please send the following documents in one email to the following address: recruitment-gt@iom.int

1. External candidates: Curriculum vitae (only PDF format accepted)
2. Internal Candidates: Personal History Form (PHF) generado desde PRISM Applets
3. Internal and External Candidates: Motivation letter (only PDF format accepted).
4. Internal candidates MUST submit the application from their institutional email.
5. Email title MUST contain only the position reference code: **SVN-2024-087GT**
6. The attachment must not be larger than 2MB.

Only shortlisted candidates will be contacted.

Deadline to apply for this vacancy is **May 24, 2024, at 18:00 hrs.**

Important notes:

- Only applications that comply with the required profile Will be considered.
- Applications received after the deadline will not be considered.
- This vacancy is only opened to Guatemalan citizens or foreign citizens who are legally authorized to work in the country.
- Failure to comply with the instructions in this publication will immediately disqualify the application.
- Only shortlisted candidates will be contacted.

More information about the UN salary scale: [UN - Salary Scale](#)

Posting period: From 10.05.2024 to 24.05.2024