

information on IOM programmes and activities, developing joint initiatives and, identifying new partnership opportunities, including initiatives involving the Mindanao Peace Process; Keep the Head of Programmes up to date on partner and donor priorities, preferences and synergies in the field of migration as well as on new calls for proposals and initiatives launched and/or promoted by the donor community; In coordination with Programme Managers, oversee the preparation of project donor reports and provide strategic inputs to improve the quality and consistency of reporting, in line with donor requirements, IOM guidelines and within the required timeframe; Support organizational and strategy development through the drafting of terms of reference, strategy documents and other internal organizational documents as assigned by the Head of Programmes; Contribute to appropriate coordination and information sharing with the Head of Programmes and relevant Departments at the RO and HQ.

3.6 JPO – Regional Media and Communications Support Officer – Bangkok, Thailand

Support the SRMCO in managing ROAP's media and communication activities, which include curating and maintaining online platforms such as the website and social media channels including Facebook, Twitter, Instagram and YouTube; Support the SRMCO in producing high quality video content and other digital information products related to IOM's work in the Asia Pacific region; Participate in the development and maintenance of the ROAP SharePoint platform and other related internal communication platforms (Note for File repositories); Initiate and coordinate the production and dissemination of a regular ROAP Newsletter that will provide key updates; Provide media and communications support to specific Regional Thematic Specialists and ROAP Units (PSU, PLU, UN Network for Migration, etc.); Support the SRMCO's collaborations with MCU counterparts across the region, Geneva and Manila hubs to disseminate high quality media and communications output notably via online communications and social media platforms; Support the SRMCO in providing training to ROAP staff, primarily in the strategic use of use of the above social media platforms; Organise regular information sharing 'brown-bag' lunchtime sessions for ROAP staff and where possible include specific Country Offices (virtually); Assist ROAP Specialist colleagues in Bangkok-based media relations and event management, including M&C trainings, as required; Support the SRMCO and Regional Project Support Unit and other relevant colleagues in generating visibility from Donor and M&E reports; Participate in the development and implementation of innovative communications campaigns in ROAP and provide relevant support to Country Office communication campaigns; Support the SRMCO in providing regional support to HQ-led awareness-raising, community engagement, fundraising and other campaigns, including the Global Migration Film Festival and the Global Media and Migration Academy; Support the SRMCO in ensuring appropriate gender equality and empowerment as an integral component of communications materials in the Region; Provide relevant support to the other ROAP Units as and when required; Act as OiC in SRMCO's absence.

3.7 JPO – Policy and Programme Support Officer – Dili, Timor-Leste

In close coordination with the Chief of Mission, support the policy coordination work of IOM Timor-Leste on migration management, including research and production of policy briefs; In close coordination with the Chief of Mission, support the Secretariat and administrative work of the UN Network for Migration in Timor-Leste; In close coordination with the respective Programme Managers, provide support to community based activities related to disaster risk management, counter-trafficking, and migration health; In coordination with the Chief of Mission, support the work of IOM's programming alignment to the United Nations Sustainable Development Framework (UNSDCF) for Timor-Leste including attending meetings and compiling reports; Support the work of IOM Timor-Leste policy and programming building on recommendations of the Migration Profile and other related IOM institutional documents and projects. In addition, support the work of IOM Timor-Leste's programme alignment to regional and international bodies; Provide support in drafting and developing IOM Timor-Leste country strategy in coordination with the Chief of Mission and programme units; Support the IOM Timor-Leste Country Office's Programme Units in organization of events; Support Programme Managers in the development of project proposals and reporting; Maintain a knowledge