

such as INFORM (Index for Risk Management), EGRIS (Expert Group on Refugees and IDPs Statistics), and JIAF (Joint Inter-sectoral Analysis Framework); Provide support and contribute to the development of DTM training programmes and capacity building initiatives; Ensure that the implementation of the data science and information management initiatives, systems, and applications adhere to Ethical Guidelines for Data Science, IOM Data Protection Policy and Information Technology and Communication (ITC) Policies and Standards, including on system and data security.

#### **6.21 JPO – Media and Communications Officer – Geneva, Switzerland**

Provide technical and editorial support in the production of video and audio content for internal and external audiences, including across global channels; Assist with the production of photos and videos during Geneva based events, or as per the needs of HQ Departments and Offices, including media processing, captioning and subtitle support as needed; Assist with the archival workflow of IOM visual content.

#### **6.22 JPO – Media and Communications Officer – Geneva, Switzerland**

Conduct Media Monitoring with focus on emergencies and crisis settings; Assist in drafting press releases, social media content and manage digital communications; Support the Unit's visibility efforts by assisting in the preparation of public information materials for IOM's bi-weekly press briefing notes, newsletters, website and social media; Manage and consolidate the online SharePoint space and ensure LTTs are up to date and coordinated with various Regional and Country Offices; Develop social media content and propose digital communications ideas to promote IOM's work; Support the development of IOM's strategy on emergencies; Liaise with Regional and Country Offices on breaking news and establish a clear information flow standard operating procedure. Help the unit's visibility and improve interactions with local and international Media; Collect and systematically organize and analyse Media coverage related to active Crises and migration related news; Prepare administrative reports and programme updates as necessary.

#### **6.23 JPO – Stakeholder Support Officer – Geneva, Switzerland**

Support the Civil Society Liaison Officer in the planning and implementation of stakeholder engagement at the global, regional and country level, especially through the regional and country Networks; Disseminate global stakeholder email communications from the Network; Oversee communications project with stakeholders including the Guest Blog series for the Network newsletter, joint social media campaigns and developing educational resources; Support Knowledge Management by tracking stakeholder related migration reports, research, and data platforms; suggest engagement linkages to the Network; Create a database of stakeholder experts on all thematic workstream areas by region and sector; Handle all logistics and timeline to organize consultations online, hybrid or in-person with stakeholders; Conduct research on and outreach to private sector businesses, academia and parliamentarians to increase their participation; Assist to organize all logistics, outreach and follow-up for the two Forums in 2023- with private sector and with parliamentarians; Provide logistical and outreach support to stakeholder-related workstream activities; Track and contribute to the improvement of the implementation of stakeholder pledges and in their engagement with the Network Hub (discussion spaces, etc) and Repository of Practices; Schedule meetings, provide background research for and follow up on action items to increase engagement with all stakeholders; Support the dissemination, utilization

and implementation by stakeholders of the Network tools, guidance and products at regional and country level; Assist planning of, carry out logistical tasks and follow up for stakeholder engagement activities in the lead-up to the regional reviews in 2024, including regional consultations, and bilateral meetings; Support the secretariat by updating the calendar of activities with stakeholders and following up on action items; Support stakeholder engagement systems by updating, expanding the stakeholder database regularly; Assist with capacity-building workshops, trainings and webinars; Support follow up on special joint initiatives with stakeholders, including communications projects, thematic proposals.