

IOM HEADQUARTERS (23)

6.1 JPO – Associate Communications Officer – Geneva, Switzerland

Guided by the organizational communication strategy, draft and exhibit content for communication products under the DDG Operations Office; In coordination with the relevant divisions and unit, extract relevant content from organizational and external resources for use by the DDG Operations Office; Scan and undertake analysis of relevant websites, social media platforms, etc to identify relevant news and trends on migration and areas of relevant to IOM's mandate; Maintain SharePoint site for the DDG Office for Operations; Contribute to the day-to-day functioning of the DDG Office for Operations;

6.2 JPO – Policy Specialist – Geneva, Switzerland

6. JPO – Migration Policy Officer – Geneva, Switzerland

Coordinate and support IOM's participation in different working groups and workstreams of the UNNM and carry out the required day-to-day close coordination with the UNNM Secretariat, as well as relevant IOM Departments at HQ, Regional and Country Offices; Support the unit to develop IOM institutional strategy to provide coherent approach to support GCM implementation as the UN migration agency by coordinating strategic priorities, policy documents, internal capacity development, facilitating internal communication and coordination on GCM/UNNM and providing support to Country Offices; Monitor and report on the results of IOM's support to members states in GCM implementation, as well as its engagement with stakeholders, based on relevant resources and tools, in alignment with IOM's Strategic Vision and key IOM thematic, regional and country strategies; Contribute to the unit research, communication, coordination and guidance assignments by initiating and coordinating official communications, talking points, statements, etc.; arrange and report on internal and external meetings as requested/required; Participate in internal meetings and ensure relevant substantive reporting thereof. Prepare statements, background documents and reports for relevant meetings and events; Assist the GCM Team with the development and preparation of its progress reports and updates, and in the participation to internal as well as external international events on migration.

6.4 JPO – Private Sector Partnerships Associate – Geneva, Switzerland

Support the development of key advocacy messages, calls to actions across thematic priorities for private sector engagement; Support the development of building a repository of best practices of private sector engagement to support the implementation of the Global Compact for Migration and IOM's engagement with the private sector; Support the implementation of the Private Sector Strategy by actively identifying and securing partnerships; Prepare draft materials including project proposals, summaries, grant submissions, impact reports; Assist with the development and implementation of the Goodwill Ambassador programme, Islamic Philanthropy Fund and stewardship of key high-profile partnerships; Ensure partnership building process adheres to established due diligence frameworks to limit reputational risk.