



IOM International Organization for Migration  
IOM Kansainvälinen siirtolaisuusjärjestö  
IOM Internationella migrationsorganisationen

## VACANCY NOTICE

Vacancy Notice no: FI1-2010/02 (re-issued)  
Duty Station: Mission with Regional Functions (MRF) in Helsinki, Finland  
Position Title: Communications Manager  
Classification: Local staff  
Type of Appointment: An initial contract of six months with possibility of renewal on a fixed-term contract basis  
Starting date: As soon as possible

### General Function:

Under overall guidance of the Regional Representative and the direct supervision of the Project Coordinator and in coordination with relevant units at IOM Helsinki and IOM Missions, the incumbent will assist with the information and outreach in the European Return Fund/Finnish Immigration Service funded project "*Developing Assisted Voluntary Return in Finland*". In particular, s/he will:

1. Work with the Project Coordinator on information activities to increase general awareness nationwide about the voluntary return programmes implemented by IOM Finland.
2. Organise and participate in outreach meetings around the country, with participants ranging from local authority asylum teams, immigration solicitors, refugee community organisations, advice workers, police, border guards, municipalities and reception centres.
3. Assist in the design of the programme website and edit it as needed.
4. Assist in the design and production of information materials (e.g. leaflets, posters, presentations).
5. Contribute to the drafting of reports in Finnish language.
6. Respond to public enquiries and send out information materials as necessary.
7. Contribute to the monitoring and evaluation of current information strategies, and to develop ideas for new information activities.
8. Assist with organizing seminars and conferences as required.
9. Monitor and record information activities.
10. As needed, assist other team members in the performance of their duties, e.g. registration and processing of programme application, development of programme procedures etc.

### Desirable Qualifications:

University degree in Journalism, Media and Communications or alternatively, an equivalent combination of relevant training and experience.

Experience and knowledge in liaising with press, media, international institutions and NGOs. Experience in public information, PR, and marketing. Excellent writing and communications skills. Ability to draft texts clearly and concisely in both Finnish and English. Experience in writing and designing brochures, fact sheets and other promotional material, including experience of web management and development.

A high level of computer literacy, including knowledge of CMS systems and desktop publishing programmes and MS-Office applications.

Background of working in NGOs or similar bodies or knowledge of asylum and immigration issues will be an advantage. Knowledge of the EU institutions, EC financial instruments and EU decision-making procedures.

Strong interpersonal skills and ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;

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**Mission with Regional Functions - Regional Office for the Nordic and Baltic States,  
and the European Neighbourhood countries (East)**

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Languages: Thorough knowledge of English, Finnish and Swedish. Knowledge of other languages will be considered an advantage.

Method of Application:

Candidates with the required qualifications should submit a cover letter and a completed IOM Personal History Form (available at IOM Helsinki website <http://www.iom.fi>) or a CV. All applications must be addressed to the Regional Resource Management Officer (email: [jobs@iom.fi](mailto:jobs@iom.fi)) quoting the above vacancy notice number. Unfortunately we are not able to answer phone inquiries at this stage.

**Closing Date: 18 April 2010**

NOTE: Candidates who already previously submitted their application to this vacancy do not need to resend their application.