

## UNHCR VACANCY ANNOUNCEMENT

Date of advertisement: 11/01/2017

Application deadline: 22/01/2017

This is a UNHCR standard Job Description.

### PART 2A – IDENTIFICATION OF POSITION

Position No: **10025527**

Position Title: **Assistant Communication/Public Information Officer**

Position Grade: **National Officer - category A**

Position Location: **Madrid (Spain)**

Duration: **One year Fixed-Term Appointment**

### PART 2B – POSITION REQUIREMENTS

#### 2.1 ORGANIZATIONAL CONTEXT.

The operational environment in Spain has considerably changed in recent years amidst a global refugee crisis largely impacting on the EU and generating significant public discussion and social and political mobilization in the country. This requires to reinforce, expand and put external relations and UNHCR's communication at a more strategic level to appropriately respond to the current opportunities and challenges and strategically support the refugee protection environment in Spain.

For this reason the incumbent will be supervised on issues concerning public information and communication by the Representative, who gives regular guidance and advice to the incumbent. Advice and operational support may also be received from other senior staff and support units at the country and/or regional office. The incumbent may also supervise support staff.

External contacts are generally with a broad range of national and international actors, media or general public on matters of importance to the Organization.

#### 2.2 FUNCTIONAL STATEMENT.

##### Accountability

- UNHCR's media relations and advocacy work in geographic and thematic area are supported.
- UNHCR's standing with its counterparts is maintained.

##### Responsibility

- Assist in establishment of close working relationships with television, radio and news agencies to promote and ensure the dissemination of UNHCR aims, activities and principles.
- Assist in development of working relationships with the Government, NGOs and UN Agencies in order to raise interest and develop co-operation in inter-related activities.
- Organize UNHCR's public awareness campaign in the duty station.
- Draft bulletins and updates on UNHCR's operations in the duty station.
- Brief national and international media of developments in UNHCR's operations in the duty stations and accompany visiting media to the refugee camps where applicable.

- Assist in planning and organizing advertisements, exhibitions, training seminars, conferences, meetings, social events and other activities to promote a better understanding of UNHCR's activities and accomplishments by the general public and/or organized groups.
- Assist in preparation of communication budget.
- Perform other duties as required.

### Authority

- Organize the distribution of UNHCR publications and the provision of materials to various institutions and individuals to respond to the interest of the public on issues related to refugees and other persons of concern.
- Produce reports for donor agencies as required.

**2.3 REQUIRED COMPETENCIES**, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

  

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input checked="" type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input checked="" type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

### 2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- University degree in International Relations, Communications, Political Science, Journalism or related field.
- Minimum 2 years of previous job experience relevant to the function.
- Computer and IT skills (MS Office, website preparation etc).
- Excellent knowledge of English and working knowledge of another UN language. (In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)  
*\*\*\* For National Officer positions, very good knowledge of local language and local institutions is essential.*
- Highly developed drafting ability in the UN working language of the duty station.

### 2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of another relevant UN language.

**How to apply - PLEASE READ CAREFULLY:**

Please note that:

- This vacancy is being simultaneously advertised internally and externally within the country of the duty station.

- Only nationals of Spain are eligible to apply for this vacancy.

If you wish to be considered for this vacancy and you are an:

- External candidate: please submit your **signed Personal History Form (P.11)** and **Motivation Letter** both in English by e-mail with the vacancy title "Assistant Communication/Public Information Officer" in the subject line to [spamavac@unhcr.org](mailto:spamavac@unhcr.org) no later than 22/01/2017.

- Internal candidate: please submit your **Factsheet** and **Motivation Letter** in English by e-mail with the vacancy title "Assistant Communication/Public Information Officer" in the subject line to [spamavac@unhcr.org](mailto:spamavac@unhcr.org) no later than 22/01/2017.

Only complete applications submitted by e-mail with a signed P.11 form or Factsheet will be considered.

E-mails without vacancy title "Assistant Communication/Public Information Officer" in the subject line will not be considered.

No late applications will be considered.

Only applications from candidates who are short-listed will be acknowledged.

Short-listed candidates will be required to sit a written test.