

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: **10006724**

Position Title: **Assistant External Relations 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 external relations 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 actors including the UN country team, national and international actors and institutions (including NGO), traditional and non-traditional integration actors or general public on matters of importance to the Organization, including supporting the liaison function with the National Association "España con ACNUR".

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 Senior Management in dealing with the challenges posed by the political context, the UN and humanitarian reform, and institutional developments in the area of forced displacement and humanitarian operations.
- Assist in planning and organizing communications strategy that generates support for UNHCR's operations from external partners (e.g. the general public, governments, partners, the media, academia and persons of concern).
- Assist in the dialogue with donors and embassies and provide accurate information by organizing regular briefings, bilateral meetings and missions.

- Assist Senior Management in disseminating information on UNHCR's global funding situation and mobilize additional funds to implement special projects aimed at enhancing the quality of protection for persons of concern.
- Participate when requested in the inter-agency cooperation and communication strategies, initiatives and tools.
- Assist in the management of information flows within the country operations by identifying priority matters, securing, analysing and disseminating documentation and information to support country operations and corporate communication processes and priorities.
- Assist in the drafting of situation reports, briefing notes, background material, talking points, fact sheets, press releases and articles.
- 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.
- Support the management of media relations by, inter alia, drafting responses to direct queries, draft press releases and organizing regular briefings and visits to country operations.
- Organize press briefings for external parties as required.
- Perform other related duties as required.

Authority

- Organize the distribution of UNHCR publications and the provision of materials to various institutions and individuals.
- 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 Political or Social Sciences, International Relations, Journalism, Communication or other related fields.
- Minimum 2 years of relevant work experience.
- Computer and IT skills (MS Office, website preparation, etc.).
- Highly developed drafting ability in working language of duty station.
- Excellent knowledge of local institution, politics and culture.

- 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.*

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 External Relations Officer" in the subject line to 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 External Relations Officer" in the subject line to 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 External Relations 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.