



UNHCR JOB DESCRIPTION

IDENTIFICATION OF POSITION

Position No: **10019107**

Position Title: **External Relations Officer (USA)**

Position Grade: **NOC**
(National Officer Category)

Position Location : **Washington, D.C., USA**

POSITION REQUIREMENTS

ORGANIZATIONAL CONTEXT.

The position reports to the Senior Advisor (US Government and External Relations) in Regional Office Washington and provides him/her and other senior managers with timely analysis regarding the U.S. Congressional environment as well as legislative developments affecting refugees and UNHCR. The incumbent is a key member of the External Relations Unit, working in collaboration with other staff to relay timely and consistent messages to U.S. policymakers and to address Congressional interests, concerns, and requests for information. The position requires close working relationships both within UNHCR and with the wider advocacy community in Washington.

The post requires knowledge of the United States legislative processes, the interrelationship between the Administration and Congress, and an extensive network of contacts throughout the US Government, particularly on Capitol Hill.

Technical advice is sought from DRRM to ensure that USG donor relations efforts are in line with UNHCR's global strategy.

FUNCTIONAL STATEMENT.

Accountability

- Advocacy with Congress for persons of concern and UNHCR is increased.
- Working relationships with key congressional staff lead to better understanding of UNHCR's programmes and needs.
- Political and financial support to UNHCR is maintained and/or strengthened.

Responsibility

- Advocate effectively for refugees and UNHCR's programmes by providing Congress with detailed and timely updates of UNHCR's global operations and needs.
- Share fact sheets and other materials on UNHCR's global operations and on thematic issues. Provide updates on UNHCR's funding status by working closely with DRRM.
- Brief congressional members and staff on UNHCR's mandate, role and activities, and create ties with influential congressional offices.
- Monitor congressional action relating to budget authorization and appropriation by maintaining and establishing relationships with key congressional staff.
- Mobilize and coordinate appropriate interventions throughout the year by facilitating missions, briefings, statements, and letters by the Regional Office Washington to positively affect decision making and therefore funding for refugees.
- Prepare necessary documentation for advocacy purposes for UNHCR in Washington, DC, including documentation on unmet needs, linkages with U.S. security/foreign policy interests, and impact of funding shortfalls on persons of concern.
- Analyze relevant legislative and policy developments, particularly those reflecting refugee related policies.
- Monitor congressional action relating to refugees particularly in the context of hearings and briefings.
- Provide timely reports on congressional events with an analysis on impact to UNHCR.

- Support the Senior ER Advisor and other senior managers in building and maintaining relationships with key NGO advocates and other experts and organizations, including think tanks, in support of UNHCR's operations and funding; liaise with them on UNHCR's priorities and congressional activities and share intelligence and information; leverage these voices to help open doors to congressional and U.S. government officials and promote UNHCR's key messages.
- Monitor and provide HQ and ROW staff with updates and analysis on the latest political, policy, and legislative developments affecting UNHCR's funding and operations and to ensure UNHCR maintains strong levels of political and financial support from the U.S. and mitigates criticisms and reputational risks.
- Facilitate and promote congressional visits for UNHCR staff on mission in Washington.
- Assist UNHCR staff in advocating for their respective operation by providing them with detailed background of the congressional member/staff that they are meeting, including an analysis of issues relevant to that particular congressional office.
- Respond to congressional requests for information, both at the DC level and the state/district level, which could include requests for operational data, displacement figures, or assistance with individual cases.
- Facilitate congressional staff delegations to the field by providing timely information to field colleagues on the background of the delegation and its purpose, and coordinate travel details as well as objectives for the visit to ensure a positive image of UNHCR and consistent messaging.
- Perform other related duties as required.

Authority

- Represent UNHCR in meetings and fora as required.
- Decide how to respond to request for information and/or queries.
- Decide on the content of the reports and analysis on congressional events.

REQUIRED COMPETENCIES

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

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- U.S Citizenship required.
- University degree in Political Science, International Relations, Communications, or a related field.
- Minimum of 6 years of previous job experience relevant to the function, including advocacy.
- Excellent understanding of the U.S. government structure, U.S. foreign policy priorities, and the U.S. budget/appropriations process.
- Excellent knowledge of MS Word and Excel.
- Strong people and communication skills.
- Excellent knowledge of English including excellent drafting, editing and presentation skills in English (reports, briefing notes, official correspondence, oral presentations).

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- General understanding of United Nations and UNHCR structure and financial processes.
- Experience with UNHCR / other UN agency.
- Experience in advocacy or fundraising.

SUBMISSION OF APPLICATION

Interested candidates meeting the above requirements are requested to submit UN Personnel History (P.11) Form available <http://www.unhcr.org/recruit/p11new.doc> (or Fact Sheet for internal candidates) along with a letter of motivation by e-mail to usawaadm@unhcr.org quoting "ER Officer NOC 10019107" in the subject line of the email.

Application deadline is 6 October 2017 by close of business, 5 p.m. EST.

Receipt of application will not be acknowledged and only short-listed candidates will be contacted for interview.

Please no phone calls.