UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification [1]: November 2012

PART 2A – IDENTIFICATION OF POSITION

Position No: **10019104**

Position Title: **Public Information Associate (Donor Relations)**

Position Grade: **G-6**

Position Location : **Tokyo, Japan**

Functional Group[1] : 4.1.d

Supervisor Position No., Title & Grade:

CCOG Code [1] : 2.A.08

Job Code [1] : 001984

Job Profile [1] : 00001984

Category [1] : STD-S

(1) *To be completed by PCU*

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Public Information Associate (Donor Relations) will focus on developing substantive content and support for the Office's strategic communications with key policy and decision makers, namely Government officials, parliamentarians, opinion makers, civil society partners, and corporate leaders.

The Public Information Associate (Donor Relations) will be directly supervised by the NOB Public Information Officer and work in close coordination with the Senior External Relations Officer, and under the overall supervision of the Representative.

2.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- UNHCR receives increased support among stakeholders and increased contributions from the Government of Japan.

Responsibility *(process and functions undertaken to achieve results)*

- Assist in development of policy briefs for targeted stakeholders, including media.
- Prepare detailed briefing materials in close cooperation with external relations, on specific UNHCR operations of interest to Japan.
- Support implementation of the Office's strategic communication strategy.
- Support high level public events, involving key stakeholders.
- Prepare and support fact-finding visits of key stakeholders to field operations.
- Contribute toward the Office's external relations and protection policies.
- Perform other duties as required.

Authority *(decisions made in executing responsibilities and to achieve results)*

- Liaise with Government officials and other external contacts on behalf of UNHCR.
- Decide on the content of briefing materials and reports.

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. Where applicable, select a maximum of six Managerial and list up to six functional competencies. Select a maximum of three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.*

	Code	Managerial Competencies
1.	☐ M001	Empowering and Building Trust
2.	☐ M002	Managing Performance
3.	☐ M003	Judgement and Decision Making
4.	☐ M004	Strategic Planning and Vision
5.	☐ M005	Leadership
6.	☐ M006	Managing Resources

	Code	Cross-Functional Competencies
1.	☐ X001	Analytical Thinking
2.	☒ X002	Innovation and Creativity
3.	☐ X003	Technological Awareness
4.	☐ X004	Negotiation and Conflict Resolution
5.	☒ X005	Planning and Organizing
6.	☐ X006	Policy Development and Research
7.	☒ X007	Political Awareness
8.	☐ X008	Stakeholder Management
9.	☐ X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- Completion of the Secondary Education with post-secondary training in Social Science, Journalism, Humanities or related field.
- Minimum 6 years of previous relevant job experience.
- Excellent knowledge of English and the local Language.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- General understanding of the United Nations structure and financial processes.
- Good understanding of the Government structure and related processes.
- An additional UN language is considered an asset.
- Work experience in a media / communication environment.