

**UNHCR INDIVIDUAL CONTRACTOR**  
**Public Information Projects Assistant - Multi-Media PI Project Support**  
**June – November 2016 (6 months)**  
**Washington DC, USA**

**TERMS OF REFERENCE**

**1. General context**

With increased attention on refugees in the United States (attention that will again be concentrated in the autumn with separate UN and US migration and refugee summits, and in several events leading up to them), the next 6 months will be a critical time for ROW PI. The PI Projects Assistant role will be key in ensuring the PI unit has adequate support to engage effectively all facets of outreach and further develop positive messaging in this election year.

**2. Purpose and Scope of Assignment**

In consultation with relevant ROW colleagues where appropriate, the PI Projects Assistant will provide support, but not be limited to, the following five main areas.

**Website migration**

- Assist PI / IT on developing a system to manage the US version of the global website.

**Manage ‘Where the Children Sleep’ photo exhibit tour**

- Identify high profile venues in the US over the next year for the photo exhibit.
- Manage relationship with borrowing institutions and liaise with photographer on suitability of venue.
- Coordinate loan agreements, shipping, and other logistics.
- Liaise with borrowing institutions and UNHCR partners on potential events and related media.

**World Refugee Day**

- Assist PI / ER in coordinated outreach in the US for WRD, special events, partnerships, etc.

**Support for University Outreach – As directed;**

**Communications work related to statelessness in the Dominican Republic – As directed: issue is likely to increase in importance following the 16 May elections**

**3. Monitoring, Progress Controls and Definition of the Final Product**

Multi-media outputs related to the above five main areas are produced successfully and on deadline.

**4. Minimum qualifications include:**

- Advanced university degree (Master's degree or equivalent) in public relations, journalism or communications; specialization in international relations, humanitarian or development assistance highly desirable; Bachelor's degree
- Experience working in multi-media communications relating to refugee and migrant issues, preferably in the United States; Familiarity with communications issues and priorities relating to ROW's area of operations and priorities.

To apply please send copy of your P11 and a cover letter to [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org) and note in the subject line "UNHCR Individual Contractor - Public Information Projects Assistant". Only shortlisted candidate will be contacted.