

JOB OPENING: Digital Communication Assistant

The Office of the United Nations High Commissioner for Refugees (UNHCR) is a humanitarian and non-political organization mandated by the United Nations to protect refugees and stateless persons and help them find lasting solutions to their problems. UNHCR's activities are based on a framework of international refugee law and standards that includes the *1951 Convention relating to the Status of Refugees* and its *1967 Protocol*, as well as an array of international and regional treaties on human rights and humanitarian law. UNHCR works with States, civil society organizations, the legal community, the media and other actors to ensure effective protection and promote durable solutions through a mix of capacity-building, refugee law promotion, advocacy and public awareness activities.

UNHCR is looking to hire a highly motivated individual to assist its Country Office in Cyprus in the further development, optimization and maintenance of its national website, social media and other digital platforms and is inviting qualifying candidates to apply.

Main duties and responsibilities:

- Assist in the production of digital UNHCR external communications, publications and visibility materials, including news and feature stories; ensure content is regularly refreshed, optimized, accurate and relevant and meets UNHCR standards.
- Assist in the maintenance and expansion of UNHCR's social media pages through increased networking with key influencers in the digital space, such as bloggers, highly followed personalities, opinion makers, journalists, etc.
- Assist in the evaluation, development and promotion of the national website and social media utilizing SEO and web analytics.
- Assist in the organization of special events, in particular with regard to design and production of digital materials, such as invitations.
- Act as first point of contact for web and social media related queries and responding in a timely fashion – seeking clarification from the supervisor as needed.
- Keep up to date with latest developments in social media and exploring new platforms; regularly review and analyze social media activity.

Qualifications and Professional Experience

- Completion of secondary education and post-secondary training/certificate in Journalism, Computer Science/Web Design, Business Administration or other related disciplines.
- Excellent IT skills, with specific focus on website and social media structures
- Graphic design, image processing tools, video editing and subtitling
- Excellent writing/drafting skills, and proved experience in translation work
- Excellent drafting skills as well as translation and interpreting skills
- Excellent command of Greek and English languages; knowledge of Turkish is an asset
- Planning and organizing skills: ability to establish priorities and to plan work assignments, respond to competing demands and work under pressure of frequent, multiple and tight deadlines
- Work experience in multi-cultural, multi-national context

Duration of contract: Full-time, starting 2 January 2017 until 31 December 2017.

Location: The consultant will be based in the UNHCR Office in Nicosia, Cyprus.

To apply, please send a completed United Nations Personal History Form ([attached P-11](#)) and a motivation letter before **11 December 2016** to Ms Maria Kyriacou (kyriacou@unhcr.org).

- Applications without the above documents will not be considered.
- Applications received after the closing date will not be accepted.
- Applications will not be acknowledged. Only shortlisted candidates will be contacted.