



Vacancy Notice

United Nations High Commissioner for Refugees
Representation in Germany

is seeking a

External Relations Associate (G6)

for an initial fixed-term employment of one year at UNHCR Berlin.

1. Organizational Setting and Work Relationships

The External Relations Associate is supervised by the Senior External Relations Officer and receives regular guidance and advice from the supervisor. Advice and operational support may also be received from other senior staff and support units at the Country Office/HQ.

External contacts are generally with a broad range of officials from national and international institutions, media or general public involving the exchange of a wide range of information.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

2. Operational Context

Over the last few years, Germany has become an increasingly important partner to UNHCR, being not only a top donor but also assuming a proactive role in international humanitarian assistance and international refugee protection, as evidenced by its strong engagement in the development of the Global Compact on Refugees. For UNHCR, these developments have resulted in an intensified dialogue with the Federal Foreign Office and the Federal Ministry for Economic Cooperation and Development (BMZ), on thematic aspects of humanitarian assistance and refugee protection as well as on various displacement situations. It has also led to a growing number of initiatives, consultations and conferences being hosted by Germany and a growing number of humanitarian actors with presence in Berlin.

The External Relations team of the UNHCR Representation in Berlin, which consists of the Senior External Relations Officer and the External Relations Associate, therefore engages closely with decision-makers and humanitarian partners, strengthening donor relations in and with Germany, reaching out to Parliamentarians and improving its advocacy and information dissemination and outreach.

Under the supervision of the Senior External Relations Officer, the External Relations Associate supports UNHCR's advocacy efforts with government interlocutors as well as members of Parliament. This includes, but is not limited to, the organisation of briefings and meetings, including for high level UNHCR officials, the preparation of background documentation and meeting minutes, as well as participation in working-level meetings, e.g. on specific humanitarian crises, with relevant counterparts. The incumbent helps to raise the profile of UNHCR among relevant German audiences. This can be through the conceptualization and organisation of events, through outreach to civil society organisations, or through social media content. The External Relations Associate may also be asked to take over internal reporting or other tasks.

The incumbent will work closely with colleagues from the Public Information and Protection teams of UNHCR Germany and will be in exchange with HQ Divisions and Bureaux as well as External Relations colleagues in the field.

The External Relations Associate should keep updated on global refugee and humanitarian situations and topics as well as UNHCR positions. The incumbent of the position needs to be able to quickly prepare background notes and talking points, and to present information on UNHCR operations in a comprehensive and accessible way. Experience in humanitarian or development organisations, or in advocacy or fundraising contexts is required. Knowledge of social media and digital engagement is desirable. Working experience in humanitarian or refugee situations would be an asset.

Excellent command of both German and English in writing and verbally is required.

3. Duties

- Provide background briefings to local and international media.
- Keep track of evolving issues concerning persons of concern to be able to suggest stories and topics for the media to cover.
- Provide daily briefings on local developments to the Head of Office and ensure that briefing materials from other offices are available.
- Accompany visits of foreign delegations and the media to refugee sites in the region, giving appropriate briefings, commentaries and prepare briefing material for visitors.
- Establish contacts with local organisations to promote general interest and understanding of refugee issues
- Ensure that the office is kept informed of local developments which may have a political or operational impact on the office's activities.
- May be required to compile information and SitReps received from the Field Offices and/or sections within the Office and consolidate into weekly/monthly/quarterly report.
- Advise the Head of Office of local aspects of external relations policies.
- Liaise with external partners and local organizations on behalf of UNHCR.
- Produce reports and briefings for internal and external partners.
- Perform other related duties as required.

4. Minimum Qualifications

Years of Experience / Degree Level

For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Certificates and/or Licenses

*Political Sciences
Journalism*

*Social Sciences
Communication*

International Relations

Relevant Job Experience

Essential

Not specified.

Desirable

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills

IT-Computer Literacy

IT-Web Content Management

MS-Drafting, Documentation, Data Presentation

MS-Translation

ER-Communications/media/digital/social media communicat. monitoring/analysis/presentation

MS-Interpretation

Language Requirements

Excellent command of both German and English in writing and verbally is required.

5. Competency Requirements

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Cross-Functional Competencies

Analytical Thinking

Innovation and Creativity

Political Awareness

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

6. Closing Date

The closing date for applications is 30th of July 23:59 CEST. The desired start date of the position is 15th of September 2021.

7. Additional Information

Interested internal candidates should apply through MSRP - Self-Service - Recruiting Activities - Careers (please search by JO number 28429 or by Location). Please update your personal profiles with all required information in order to be able to apply.

Interested external applicants must apply through the external UNHCR website:

<https://www.unhcr.org/careers.html> - Careers - Career opportunities - Other Opportunities - Vacancies and search by Job Opening number 28429. When experiencing technical difficulties, please try clearing your browser cache & try again. If issue persists, try on different browser & computer.

Not signed, incomplete and late applications will not be accepted.

Only shortlisted candidates will be contacted. Shortlisted candidates will be required to pass a written test and attend an interview via Teams or Webex.

For questions regarding the position, please send an email to Carlotta Mezger mezger@unhcr.org.