



# Vacancy Notice

United Nations High Commissioner for Refugees  
Representation in Germany

is seeking a

## **Senior External Relations Assistant (G5)**

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

### **1. Organizational Setting and Work Relationships**

The Senior External Relations Assistant will work under direct supervision of the Senior External Relations Officer. The incumbent assists in the management of external relations activities of the Office. He/she plays a key role in organising the visits of foreign delegations, donors, press and media, providing regular briefings and drafting reports/materials for external partners. He/she may also receive advice and operational support from the External Relations/Public Information Units at the Country Office/HQ.

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**

The main objective of the Public Information Team of UNHCR in Germany is to develop and support the implementation of clear advocacy strategies and to inform and mobilize public and governmental support and actions for refugees, forcibly displaced and stateless persons. The Senior External Relations Assistant will work closely with colleagues within the Public Information Team of UNHCR but must also be able to perform independently, including but not limited to the production of videos, drafting statements, and working with social media. The Senior External Relations Assistant will also work very closely with the protection and external and donor relations colleagues, with the view to provide coverage on protection and donor related activities. This requires excellent proficiency in German, both orally and in writing, at the level of a native speaker as a prerequisite for this position. It is the task of the Senior External Relations Assistant to manage and coordinate UNHCR Germany's social media accounts like Twitter, Facebook, or Instagram. It is also necessary to stay abreast of technical developments.

Under the supervision of the Senior External Relations Officer, the Senior External Relations Assistant will organize conferences and maintain the website of UNHCR Germany. He or she will have to be able to develop and maintain solid working relations with journalists and with relevant other external partners. He or she is expected to represent UNHCR in different forums,

therefore public presentation skills and overall knowledge of UNHCR work, including regionally and globally is an important desired feature.

Given that the media landscape in Germany is fast paced and complex, the Senior External Relations Assistant should bring experience with social media and digital engagement, preferably in the humanitarian or development area. Strong editorial judgement, including ethical and political awareness, is important. He or she should be able to propose creative and innovative social media strategies across various platforms to reach new audiences and promote UNHCR's strategic objectives in Germany. Video editing skills are desirable.

While German language proficiency is essential for external communication, the Senior External Relations Assistant is required to take on internal reporting tasks in English, including analysis of relevant political developments. Experience in working in sensitive and fast-moving news, communications, advocacy and/or fundraising contexts is hence required.

### **3. Duties**

- Draft briefing notes, press releases, bulletins, reports, newsletters and prepare any other public information material, as required
- Facilitate and accompany visits of foreign delegations, partner NGOs, donors and the media to refugee camps
- Draft and translate routine correspondence and texts.
- Assist with developing and implementing UNHCR's social media strategy – conceptualize and pitch stories for UNHCR's global website.
- Ensure that public information materials including fact sheets, information brochures, briefing materials from the Branch Office, etc. are available.
- Organize visibility events (e.g. World Refugee Day) and liaise with partners, refugees and local communities on implementation.
- May be required to assist in compilation of weekly, monthly, annual/quarterly thematic reports, situations reports etc.
- Review media daily and ensure the office is kept informed of local developments.
- Provide information on UNHCR's activities to external partners.
- Respond to non-complex media queries and incoming correspondence.
- Perform other related duties as required.

### **4. Minimum Qualifications**

#### **Years of Experience / Degree Level**

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

#### **Certificates and/or Licenses**

International Relations, Journalism, Political Science, Communication, Media

#### **Language Requirements**

The position requires excellent proficiency in German, both orally and in writing, at the level of a native speaker as a prerequisite for this position

While German language proficiency is essential for external communication, the Senior External Relations Assistant is also required to take on internal reporting tasks in English, including analysis of relevant political developments.

### **Desirable Job Experience**

Previous experience in UN/UNHCR. Completion of UNHCR learning programmes or specific training relevant to functions of position. Knowledge of another relevant UN language. HQ and Field experience with UNHCR or with other humanitarian organizations.

### **Functional Skills**

IT-Computer Literacy  
MS-Drafting, Documentation, Data Presentation  
MS-Translation  
ER-Communications/media/digital/social media communicat. monitoring/analysis/presentation  
MS-Interpretation

## **5. Competency Requirements**

### **Core Competencies**

Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

### **Cross-Functional Competencies**

Technological Awareness  
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 2nd of February 23:59 CEST. The desired start date of the position is **1<sup>st</sup> of April 2022**.

## **7. Additional Information**

Interested internal candidates should apply through MSRP - Self-Service - Recruiting Activities - Careers (please search by JO number 33246 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 33246. When experiencing technical difficulties, please try clearing your browser cache and cookies & 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 in person or virtually, depending on current COVID-19 regulations.