



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE No. 22/INSJA/PSP/004- UNOPS

<b>Functional Title</b>	: Senior Communication Assistant
<b>Category &amp; Level</b>	: UNOPS, Individual Contract Agreement, LICA-5 Level
<b>Duty Station</b>	: Jakarta, Indonesia
<b>Entry on Duty</b>	: 01 October 2022
<b>Duration</b>	: until 31 December 2022 (Possibility of extension subject to availability of fund)
<b>Annual Salary</b>	: IDR 203,530,000
<b>Closing Date</b>	: 12 September 2022

### Operational Context

UNHCR is the UN Refugee Agency and takes the lead in providing international protection to refugees and displaced people worldwide. An unprecedented 82.4 million people around the world have been forced to flee their homes. In a world where nearly 1 person is forcibly displaced every two seconds as a result of conflict or persecution, UNHCR's work is more important than ever before.

UNHCR in Indonesia works to provide assistance and solutions to refugees and other persons of concerns hosted in the country. This includes working to advocate on behalf of displaced communities in Indonesia, raise awareness about their challenges and needs, and generating solidarity and support towards UNHCR and displaced persons.

The Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources and other forms of support from the private sector. UNHCR has developed a Private Sector Fundraising Strategy 2018-2025 which has the ambition of growing PSP into a service capable of generating \$1 Billion annually and identifies priority fundraising markets and regions. UNHCR launched private sector fundraising activities in Indonesia in 2020 and has a dedicated PSP team in the country, working to engage both individual donors (Individual Giving, IG) and companies, foundations, and private philanthropists (Private partnerships and Philanthropy, PPH). As part of this work, one of the key priority areas is Islamic Philanthropy (IP), that is, mobilizing support and resources from Islamic partners and supporters.

The incumbent will support both the Public Information and Private Sector Partnerships teams in UNHCR Indonesia. The position will focus on delivering communications, content and products for awareness-raising and fundraising, with a special focus on digital media and social media as well as on supporting efforts on Islamic Philanthropy. He/She will help generate and make effective use of UNHCR's social media, website and perform other duties related to digital media and general communications/ media relations to help raise awareness about the situation of refugees and the work of UNHCR – particularly in Indonesia, thus helping to shape attitudes, generate empathy and generosity towards displaced persons and inspire people to get involved. The incumbent will support the Islamic Philanthropy efforts by delivering content

tailored to the position is expected to deliver ambitious and creative content, including campaigns, and to coordinate the delivery of communications strategies in a collaborative manner with the rest of the team in Indonesia and the broader Asia region.

### **Duties and Responsibilities**

- To manage all UNHCR Indonesia social media accounts and website, including creating regular content for all social media accounts, and manage the interaction and engagement on UNHCR's digital media
- Provide support to the Public Information unit to manage media relations, to organize awareness raising events and to provide translations to communication materials as necessary
- Working together with the PSP team to support efforts to raise funds and develop partnerships with the private sector
- Support the PSP team in Indonesia in developing and disseminating content and communications to engage existing and potential Islamic partners, including communications products and content to show recognition for partners' support and its impact on UNHCR and persons of concern
- Help develop and implement communications strategies and initiatives to increase engagement with UNHCR and support towards the organization and towards displaced persons
- Prepare weekly and monthly report to monitor all social media accounts.
- Generate online engagement on issues related to UNHCR and Refugees
- Develop plans and products to strengthen UNHCR Indonesia presence and brand, including through social media campaigns
- Regularly monitor media and local situation regarding UNHCR.
- Follow-up on administrative and logistical arrangements to organise press briefings and other events, such as workshop and conferences.
- Contribute to the production of information materials for public awareness campaigns and for the preparation of in-house bulletins, newsletters and information kits by contributing to articles, reports and other information gathered from various sources.
- Liaise with printers concerning brochures and publications published by the office.
- Draft routine correspondence and texts for the office's website and maintain information databases.
- Compile and distribute a daily news clipping service.
- Distribute press statements and similar information to media, to other offices locally as well as to Headquarters.
- Maintain up-to-date filing system and appointments diary.

### **Qualifications/Requirements**

**Education:** High School Diploma or University degree in Marketing, digital marketing, Communications, public relations, or related field

**Experience:** Minimum 2 years of experience for high school diploma, and 1 year of experience required for bachelor's degree or higher. Relevant working experience in communications, social media management, or digital marketing in a corporate, NGO (ideally, international NGO) or UN agency environment would be an asset

**Nationality:** Citizen of Indonesia; Non-citizen with Indonesian permanent residence.

**Languages:** Knowledge of English and Bahasa Indonesia (written and oral) highly essential. Knowledge of other UN languages is an asset.

**Desirable Skills:**

- Good verbal communication
- Time, task and record management skills
- Working knowledge and real-world experience in planning, managing and executing social media initiatives
- Knowledge of digital marketing current best practices and trends
- Ability to work independently without direct supervision
- Understanding of digital production processes
- Knowledge of strategic planning and processes for brand management and creative development, including research tools and evaluation of results
- Knowledge of media strategy and planning options and the media role in integrated communication
- Computer skills: Microsoft Office, internet and email

**Functional Skills**

- CO-Digital content production
- CO-Drafting, Documentation
- CO-Journalism (incl. print, broadcast, photography, video, layout & graphics)
- CO-Social Media Publishing/Monitoring/Marketing tools
- IT-Web Content Management
- IT-Web publishing

**Core Competencies**

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

**Cross-Functional Competencies**

- Innovation and Creativity
- 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.

**Working Relationships**

- (i) Within UNHCR involving the exchange of wide range of information;
- (ii) With external parties: local authorities, partners, NGOs, and international organizations.

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Candidates who wish to be considered for this vacancy should send their motivation letter, CV and **signed** Personal History/P.11 form (available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)), to **UNHCR Indonesia** at:

**Atrium Mulia, 6th floor Jl.  
Rasuna Said Kav B10-11 Setia Budi, Jakarta Selatan 12910  
Or via email to [INSJAHR@unhcr.org](mailto:INSJAHR@unhcr.org)**

**DEADLINE FOR APPLICATIONS: 12 September 2022**

**IMPORTANT:** Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

**Applications from both genders and persons with disabilities are encouraged to apply.**

**Late applications will not be considered.**

**Only those short-listed for interview will be notified.**

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**23 August 2022**