



Vacancy Notice Internal/External

Position title: Senior Communication/PI Assistant

Position Grade: G5

Vacancy Number: VN-19-20

Duty Station: Tehran

Type of Contract: Fixed-term Appointment

Interested applicants should directly send their Personal History Forms to email address: irtevac@unhcr.org or refer to below websites:

UN website: www.un.org.ir

UNHCR website: <http://unhcr.org.ir/fa/job>

Closing date: 10 December 2019

Please make sure you will mention the Vacancy Number (VN-19-20) in the subject line of your email.

Short-listed candidates may be invited for Functional Assessment and/or Written Exam.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

Position Requirements:

1- ORGANIZATIONAL CONTEXT

The incumbent will be supervised by the Communication / PI Officer. S/he will have frequent contacts involving the exchange of a wide range of information with colleagues within UNHCR as well as media, international organizations, academic institutions and private individuals.

2- FUNCTIONAL STATEMENT

Accountability

- Media and local situation regarding UNHCR's work is regularly monitored.

Responsibility

- 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 material 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.
- Perform other duties as required.

Authority

- Respond to non-complex media queries and incoming correspondence.
- Have access to UNHCR Communication / PI systems.

3- REQUIRED COMPETENCIES

- *Innovation and creativity*
Challenging established methods and generating/enabling new, innovative solutions, promoting brainstorming, and fostering creativity and reasonable risk-taking. Creating an environment where leaders can emerge.
- *Technological awareness*
Understands the value and power of technology and how to apply it for maximum benefit; sees it as an ongoing aspect of all work; invests time and energy to incorporate it.
- *Political Awareness*
Identifies and understands relationships, constraints and pressures affecting others as well as their motivations and objectives; in light of UNHCR's mandate to serve refugees and other persons of concern.
- *Communication*
Is sensitive, compelling and clear in formal and informal communication, which encourage engagement and contribution to improved outcomes for all the involved stakeholders. Demonstrates behavioural flexibility in engaging colleagues, partners and persons of concern of different cultural backgrounds, gender, or with different objectives; has well developed listening skills; explains complex matters in an informative, inspiring and motivational way.
- *Planning and organizing*
Able to organize self and others to take efficient and effective action over the short, medium and long term.

4- ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of the Secondary Education with post-secondary training in International Relations, Journalism, Political Science or related field.
- Minimum 5 years of previous relevant job experience.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

5- DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Completion of UNHCR learning programmes or specific training relevant to functions of position.
- Knowledge of another UN language is an asset.