



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQJEU

Date of Classification ⁽¹⁾: December 2012

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No: 10014086

Position Title: **Assistant Communication/PI Officer**

Position Grade: **P1/NOA**

Position Location : Hamrun, Malta

Functional Group⁽¹⁾: 4.2.a.

Supervisor Position No., Title & Grade: 10014902, Representative, P4

CCOG Code⁽¹⁾: 1.A.08

Job Code ⁽¹⁾ : 000113/N00113

(1) To be completed by ODJEU

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The incumbent is closely supervised on issues concerning external relations and public information by the (Senior) PI Officer or (Deputy) Representative who gives regular guidance and advice to the incumbent. Advice and operational support may also be received from other senior staff and support units at the country Office.

External contacts are generally with a broad range of officials from national and international institutions, media or general public on matters of importance to the Organization.

2.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- UNHCR's media relations and advocacy work in geographic and thematic area are supported.
- UNHCR's standing with its counterparts is maintained.

Responsibility *(process and functions undertaken to achieve results)*

- Assist in establishment of close working relationships with television, radio and news agencies to promote and ensure the dissemination of UNHCR aims, activities and principles.
- Assist in development of working relationships with the Government, NGOs and UN Agencies in order to raise interest and develop co-operation in inter-related activities.
- Organize UNHCR's public awareness campaign in the duty station.
- Draft bulletins and updates on UNHCR's operations in the duty station.
- Brief national and international media of developments in UNHCR's operations in the duty stations and accompany visiting media to the refugee camps where applicable.
- Assist in planning and organizing advertisements, exhibitions, training seminars, conferences, meetings, social events and other activities to promote a better understanding of UNHCR's activities and accomplishments by the general public and/or organized groups.
- Assist in preparation of communication budget.
- Perform other duties as required.

Authority *(decisions made in executing responsibilities and to achieve results)*

- Organize the distribution of UNHCR publications and the provision of materials to various institutions and individuals to respond to the interest of the public on issues related to refugees and other persons of concern.
- Produce reports for donor agencies as required.

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

- | <u>Code</u> | <u>Managerial Competencies</u> |
|---|--------------------------------|
| 1. <input checked="" type="checkbox"/> M001 | Empowering and Building Trust |
| 2. <input type="checkbox"/> M002 | Managing Performance |
| 3. <input type="checkbox"/> M003 | Judgement and Decision Making |
| 4. <input type="checkbox"/> M004 | Strategic Planning and Vision |
| 5. <input type="checkbox"/> M005 | Leadership |
| 6. <input type="checkbox"/> M006 | Managing Resources |

- | <u>Code</u> | <u>Cross-Functional Competencies</u> |
|---|--------------------------------------|
| 1. <input checked="" type="checkbox"/> X001 | Analytical Thinking |
| 2. <input checked="" type="checkbox"/> X002 | Innovation and Creativity |
| 3. <input type="checkbox"/> X003 | Technological Awareness |
| 4. <input type="checkbox"/> X004 | Negotiation and Conflict Resolution |
| 5. <input type="checkbox"/> X005 | Planning and Organizing |
| 6. <input type="checkbox"/> X006 | Policy Development and Research |
| 7. <input checked="" type="checkbox"/> X007 | Political Awareness |
| 8. <input type="checkbox"/> X008 | Stakeholder Management |
| 9. <input type="checkbox"/> X009 | Change Capability and Adaptability |

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Undergraduate degree (equivalent of a BA/BS) in International Relations, Communications, Political Science, Journalism or related field plus minimum 1 year of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted. Highly developed drafting ability.
- Knowledge of English and UN working language of the duty station if not English.

*** For National Officer positions, very good knowledge of local language and local institutions is essential.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of additional UN languages.

This is a Standard Job Description for all UNHCR Assistant Communication/PI Officer positions. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

3 OPERATIONAL CONTEXT.

The role of the Assistant Communication Officer within the UNHCR Malta team is a pivotal role in contributing broadly to the protection and durable solutions strategy of the office. In this regard, the Assistant Communication Officer works very closely with the protection and durable solutions units in a multi-sectoral set up and with the view to provide Public Information coverage on protection and integration related activities.

Specifically, the incumbent will lead the development of a broader Communications strategy, including undertaking regular surveys that inform the office's communication with various communities. Given the often intense focus, including from international media, on refugee and migrant movements in the central Mediterranean and mix migration disembarkations in Malta, the incumbent is expected to deal with media coverage and deal with increasing media requests, including issuing PR statements and other public comments in very tight deadlines and off official working hours.

The incumbent is expected to also handle growing number of requested reports, updates, briefing documents. He/she will have to be able to develop and maintain solid working relations with journalists and with relevant Government officials as well as with other external partners. He/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. As National Officer, he/she will be part of the senior management within the office, therefore he/she is expected to contribute and to support the Representative. In this regard, the functions will require active involvement in other domains outside the strict Job Description of the post.

Advertisement date: 09/07/2020

Application deadline: 22/07/2020 at 23:59

Expected contract starting date: January 2021

Initial contract duration: 1 year (Fixed-Term Appointment)

PLEASE READ CAREFULLY:

Please note that this is a local position for which having the Maltese nationality is required.

To apply, please follow this link:

<https://www.unhcr.org/careers.html>

Click on VACANCIES on the top right-hand side and use the filters or keywords to find the relevant position.

Only the present PHF and Supplementary Sheet(s) if any, will be considered as valid application documents. No CVs, old P.11 form or other UN agency application forms will be accepted.

PHFs must be signed for an application to be considered as valid.

No late applications will be considered.

All shortlisted candidates will be invited for a written test. The candidates successfully passing the test will be invited for a subsequent oral interview.

For application-related queries, please write to mtava@unhcr.org