United Nations High Commissioner for Refugees (UNHCR)
Manila, Philippines

VACANCY NOTICE 3.1/2020
PRIVATE SECTOR PARTNERSHIPS
EXTERNAL

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Date Issued:</th>
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<tbody>
<tr>
<td>Communication Associate</td>
<td>23 March 2020</td>
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<table>
<thead>
<tr>
<th>Position Level:</th>
<th>Closing Date:</th>
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<tr>
<td>G6</td>
<td>6 April 2020</td>
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<tr>
<th>Report To:</th>
<th>Duty Station:</th>
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<tr>
<td>Assistant PSP Officer</td>
<td>Manila</td>
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<th>Contractual Status:</th>
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<td>Fixed Term Appointment</td>
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OPERATIONAL CONTEXT

The Communication Associate supports the Assistant PSP Officer in the development and implementation of an integrated fundraising communications and public engagement strategy to ensure reach to UNHCR Philippines’ target audiences via offline, online and multi-channel platforms and set the course for sustainable and long-term fundraising growth.

This post performs a broad range of specialized duties primarily leading the development of high quality content that conveys UNHCR brand consistently across all platforms directed to UNHCR’s diverse audiences. PSP Associate for Fundraising Communication promotes the UNHCR brand by producing engaging content about refugee issues to build awareness among the public, media, leads, and donors to the end of improving and achieving long-term revenue growth from the Philippine donor market.

The incumbent is supervised by the Assistant PSP Officer. S/He maintains regular contact and coordination with UNHCR Philippines’ service providers, media, and private individuals who are supporters, prospective and/or existing donors.

1. Organizational Setting and Work Relationships

The Communications Associate is normally supervised by a Communication Officer or other position as decided by the senior management in the area of responsibility. The supervisor provides the incumbent with regular guidance. The incumbent works quite independently on regular assignments with an oversight from the supervisor. S/he keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Headquarters; with media, local suppliers, NGO, implementing partners, embassies and UN agencies.

The Communications Associates, depending on the organizational structure and location, may also be required to provide support in executing a range of communications activities in the fields of news and media relations, multimedia content production, social media engagement, video production, Goodwill
Ambassadors and other influencers, public outreach and campaigns, fundraising, analytics and brand. The incumbents may also be required to help strengthen coordination and editorial planning in the area of responsibility, support advocacy, awareness-raising and digital fundraising efforts as well as strengthening analytics to inform the social media strategies and work plans.

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. Duties

- Support the implementation of communications strategies for countries, situations and special projects within the area of responsibility; help identify thematic priorities and target audiences to meet UNHCR’s global, regional and country-level communications objectives of leading the narrative, generating empathy and mobilizing action for forcibly displaced and stateless people.
- Monitor news and popular trends to insert UNHCR’s messaging into ongoing conversations; identify key moments for proactive communications.
- Help forge strategic partnerships with individuals and organizations who can help produce and promote UNHCR content, activities and messaging as well as provide research insights to improve communications; promote the work of engaged businesses and civil society actors.
- Support the development of news-driven and authoritative content to lead the narrative on forced displacement and show UNHCR’s impact (e.g. interviews, press releases, flagship reports, speeches), create emotive storytelling to generate empathy (e.g. stories, multimedia content) and mobilize action by signposting concrete steps people can take to help refugees (e.g. digital diplomacy, action-driven campaigns, fundraising).
- Help ensure that content created reaches maximum impact by supporting the development of strategies for distribution from the outset, boosting the visibility of our content on relevant UNHCR channels and placing it on external channels.
- Help monitor the implementation of communications projects and adjust accordingly.
- Assist in research, preparation, editing and production of professional media and communications materials for target audiences and ensure their timely dissemination via UNHCR’s communications channels, ensuring highest quality standards.
- Continually maintain and upgrade communications skills, keeping abreast of emerging platforms and tools, and systematically reviewing media impact results and other measurement tools for learning purposes.
- May be required to assist in implementation of campaigns, events and other initiatives in support of UNHCR’s strategic objectives, including its need for a leading share of voice on refugee and related matters.
- May be required to undertake missions and field trips with media and other official visitors in support of UNHCR and its work.
- Perform other related duties as required.

3. Minimum Qualifications

**Education & Professional Work Experience**

**Years of Experience / Degree Level**

*For G6 - 6 years relevant experience with High school diploma plus Advanced Training/Certificate*
Certificates and/or Licenses

Journalism, Social Sciences, Humanities or related fields

Relevant Job Experience

**Essential:**
Excellent computer skills and knowledge of MS Office applications. Excellent drafting skills.

**Desirable:**
Experience implementing communications strategies. Professional writing and editing skills. Experience working on advocacy campaigns.

Functional Skills

Drafting and editing content for International Organizations
CO-International Media Contacts
CO-Journalism (incl. print, broadcast, photography, video, layout & graphics)
ER-Digital channels including social media, website, mobile, email and online advertising
CO-Video production for digital platforms (including news organizations)
CO-Web publishing and content management
CO-Editing
Multimedia content production skills

Language Requirements

For General Service jobs: *Knowledge of English and/or UN working language of the duty station if not English.*

4. **Competency Requirements**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

**Core Competencies:**
Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

**Managerial Competencies:**
n/a

**Cross-Functional Competencies:**
Analytical Thinking
Innovation and Creativity
Political Awareness

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. 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.

APPLICATION INVITED FOR FILIPINO NATIONALS ONLY.

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: "Application- VN-3.1/2020- Communication Associate-PSP" to: PHIMAVAC@unhcr.org
Only applicants meeting minimum requirements will be short-listed for written test & interviews. Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from the following links: