

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES **VACANCY NOTICE**

Title of Position:	Senior Communications Assistant
Contract type and level:	UNOPS Individual Contractor Agreement (LICA-5) G-5 Equivalent
Location:	Bucharest, Romania
Effective date:	01 April 2022
Duration:	until 31 December 2022
Closing Date:	06 March 2022

ORGANIZATIONAL CONTEXT

The Senior Communications Assistant will be part of the Public Information (PI) Unit and will be directly supervised by the Communications Associate. The incumbent will provide support and conduct services and activities within the PI Unit.

The incumbent receives guidance from supervisor on areas of communication strategy, media work, content production, public awareness work and partnerships. He/she will assist with developing and implementing UNHCR's social media strategy, conceptualize and pitch stories for UNHCR's global website. The Senior Communications Assistant will be required to produce communications products (social media posts, posters, headers, etc.), therefore knowledge of using Adobe Creative suite is mandatory.

The Senior Communications Assistant will assist with organizing visibility events (e.g. World Refugee Day) and liaise with partners, refugees and local communities on implementation. He/she will draft and translate routine correspondence and texts and may also receive indirect guidance from other sections and units relevant to the communications objectives.

In close coordination with the supervisor and under the overall direction of the Representative, the incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners, stakeholders and refugees to undertake his/her duties.

The incumbent will be required to prove the vaccination against COVID-19 prior to recruitment.

PURPOSE AND SCOPE OF ASSIGNMENT

- 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.
- Perform other related duties as required.

QUALIFICATIONS AND EXPERIENCE

- a. **Education** (Level and area of required and/or preferred education)

- Completion of secondary education with post-secondary training in Business Administration, Journalism, Social Science, Communication or related field.

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

- Minimum 2 years of previous work experience relevant to the function.
- Communication and computer skills.
- Excellent drafting and social media skills, as well as translation and interpreting skills.
- Graphic and web design, visual processing is a mandatory skill
- Fluency in English and working knowledge of Romanian.

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

- Technological awareness
- Political awareness
- Innovation and creativity

ELIGIBILITY

Candidates must be legally present in Romania at the time of recruitment and hire. Only applicants with fluent English and Romanian will be shortlisted.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages \(if needed\)](#), motivation letter and CV by e-mail with **“LAST name – VN/ROMBU/2022/001 – Senior Communications Assistant”** in the subject line to: rombupst@unhcr.org by **06 March 2022**.

Shortlisted candidates will be required to sit for a test. Only short-listed candidates will be notified. No late applications will be accepted.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training) or any other fees.