

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. UNHCR/WAS/008**

<b>Title of Post</b>	<b>Associate Communication/PI Officer</b>	<b>Category/grade</b>	<b>National Professional Officer(NPO) /NOB</b>
<b>Post Number</b>	<b>10027447</b>	<b>Type of contract</b>	<b>Fixed-term Appointment</b>
<b>Location</b>	<b>Washington DC, USA</b>	<b>Date of Issue</b>	<b>27 September 2019</b>
<b>Effective date of assignment</b>	<b>ASAP</b>	<b>Closing Date</b>	<b>18 October 2019</b>

**Operational Context:**

The Associate Communications and Public Information Officer is a key member of the Strategic Communications and Outreach unit in UNHCR's Washington office. The unit takes the lead in keeping the media, the public and external stakeholders fully apprised of UNHCR's global operations and the needs of refugees and other persons of concern. It is also responsible for overall communications, outreach, and public information including media engagement, content production, online presence, and development of core messaging to the American audience.

There are five broad areas of responsibility for the Associate Communications and Public Information Officer:

1. Work on media partnerships with outside entities to create and distribute content supporting refugees through broader distribution channels, including video and primarily through social media
2. Actively pitching stories, interviews and op-eds, mostly at the state and local level with influential individuals in communities throughout the country
3. Coordinating and supporting public engagement campaigns, outreach to mayors, education leaders, and others
4. Serving as an on the record spokesperson for UNHCR with the media, both in English and Spanish, in cooperation with the Senior Public Information Officer
5. Monitoring and leading communications activities for our operations in the Caribbean, including as it relates to displaced Venezuelans

It is critical that the Associate Communications and Public Information Officer has keen political awareness and understands the basic features of U.S. politics, U.S. foreign policy, international relations and humanitarian issues. S/he should also possess the ability to process large volumes of information and produce clear, attractive communications materials under tight deadlines. Applicants should have experience working with the media and producing content for media use including op-eds, letters to the editor, editorial board memos and/or pitch materials. Excellent writing skills are required.

**Functional Statement:** *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.*

**Accountability:**

- UNHCR's media relations and advocacy work within geographic and thematic areas are effectively supported.
- The organization's standing with media and audiences is maintained.

**Responsibility:**

- Assist in developing and implementation of the communications strategies, campaigns, events and other initiatives in support of UNHCR's strategic objectives.
- Provide necessary output in researching, preparing, fact-checking, editing, and producing of the professional media and communications materials for various audiences and ensuring through the Representative their timely dissemination via UNHCR's communications channels.
- Assist in organizing press events, handling interviews requests, and on behalf of the Representative or other senior staff providing responses to requests from media relating to UNHCR and its work in consultation with the supervisor.
- Develop working relationships with Governments, NGOS, and UN agencies in order to raise interest and develop cooperation.
- Undertake missions and field trips with media and other official visitors in support of UNHCR and its work.
- Actively maintain media relations for UNHCR and have access to information and UNHCR expertise.
- Assist in preparation of communications budgets.
- Perform other duties as required.

**Authority:**

- Represent UNHCR in press events, interviews and other media events.
- Produce reports and press releases for donors and other stakeholders.

**Required Competencies:**

**Managerial Competencies**

- Empowering and Building Trust

**Cross-Functional Competencies**

- Innovation and Creativity
- Technological Awareness
- Political Awareness

**Essential Minimum Qualifications and Professional Experience required:**

- Undergraduate degree (equivalent of a BA/BS) in Journalism, International Relations, Communications, Political Science or similar relevant field plus minimum 3 years of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) plus 2 years or Doctorate degree (equivalent of a PhD) plus 1 year of previous relevant work experience may also be accepted.
- General understanding of UN/UNHCR reforms and the priority agenda of the organization.
- Excellent computer skills (MS Word, Excel and PowerPoint essential).
- Excellent communication skills.
- Highly developed drafting ability
- Fluency in English and Spanish

### Desirable Qualifications & Competencies:

- Completion of UNHCR Learning Programmes or specific training relevant to functions of position.
- Very good IT affinity specific focus on preparation of website/pages.
- Background in journalism and/or communications & advocacy.
- Experience in engagement and outreach with social media.
- Experience in humanitarian an asset.

### Eligibility / Internal candidates:

Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

Only applicants who have internal status are eligible to apply to vacancies that have been advertised internally. An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country.

Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation.

### Legal Status:

**Candidates must be US Citizens.**

### Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

### Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation, updated **factsheet** or signed **Personal History Form** available: <https://www.unhcr.org/recruit/p11new.doc> if needed extra space, please also use Supplementary Sheet available: [www.unhcr.org/recruit/unhcr-phf-sup.docm](http://www.unhcr.org/recruit/unhcr-phf-sup.docm) along with by e-mail to [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org) quoting “**Assoc PI Officer NOB**” in the subject line of the email. Late or incomplete applications will not be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

*Refugees – who cares? We Do*