

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)**

**INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT**

**Vacancy Notice No. 02/2019**

<b>Title of Post</b>	<b>Assistant External Relations Officer</b>	<b>Category/grade</b>	<b>National Professional Officer (NPO), NOA</b>
<b>Post Number</b>	<b>10031942</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Yerevan, Armenia</b>	<b>Date of Issue</b>	<b>01 October 2019</b>
<b>Effective date of assignment</b>	<b>1 January 2020</b>	<b>Closing Date</b>	<b>15 October 2019</b>

**Operational Context:**

The Assistant External Relations Officer is directly supervised by the Representative. S/he heads the External Relations unit and will directly supervise two national staff responsible for reporting and public information activities.

The incumbent will also:

- support the Representative with Inter-Agency (IA) engagement related to UN Sustainable Development Cooperation Framework (UNSDCF) and local coordination of the Global Compact on Refugees (GCR) to promote inclusion of refugees by effective partnerships with government line ministries, development actors, private sector, UN agencies, international organisations and NGOs, research institutions and universities;
- establish, maintain and strengthen partnerships with a range of actors (including governmental and non-governmental counterparts, national/local authorities, institutions, civil society, UN Country Team etc.) to promote solutions for displacement and statelessness and ensure coordination and information exchange;
- assist in promoting GCR, UNHCR's policies and linkages within multilateral processes as per the UNSDCF with humanitarian and development partners;
- support dialogue with donors and embassies at the country level and ensure that UNHCR's approach to partnership and IA processes are consistent, strategic and coherent.
- engage with sectors and IA coordination activities, make recommendations on IA issues, liaising with external partners and local organizations on behalf of UNHCR under the guidance of the Representative\.

The incumbent is required to have strong analytical skills, knowledge about the country, the political and socio-economic development context and in particular the current country transformation agenda. S/he is expected to keep abreast of these issues and provide regular updates to the Representative.

In addition to essential minimum qualifications/experience listed, the candidate should have:

- proven ability to develop and maintain partnerships with a variety of actors, including government and private sector;
- proven experience in planning, implementing, and monitoring programmes/projects;

- strong advocacy and negotiation skills in situation involving multiple actors and diverse interests;
  - knowledge of UNHCR's mandate
- The following types of experience will is an asset:
- working with development agencies/national governments/civil society on development planning;
  - working on forced displacement issues, including with host communities;
  - experience in resource mobilisation.

### **Functional Statement:**

#### **Accountability**

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

#### **Responsibility**

- Assist Senior Management in dealing with the challenges posed by the political context, the UN and humanitarian reform, and institutional developments in the area of forced displacement and humanitarian operations.
- Assist in planning and organizing communications strategy that generates support for UNHCR s operations from external partners (e.g. the general public, governments, partners, the media, academia and persons of concern).
- Assist in the dialogue with donors and embassies and provide accurate information by organizing regular briefings, bilateral meetings and missions.
- Assist Senior Management in disseminating information on UNHCR's global funding situation and mobilize additional funds to implement special projects aimed at enhancing the quality of protection for persons of concern.
- Participate when requested in the inter-agency cooperation and communication strategies, initiatives and tools.
- Assist in the management of information flows within the country operations by identifying priority matters, securing, analysing and disseminating documentation and information to support country operations and corporate communication processes and priorities.
- Assist in the drafting of situation reports, briefing notes, background material, talking points, fact sheets, press releases and articles.
- 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.
- Support the management of media relations by, inter alia, drafting responses to direct queries, draft press releases and organizing regular briefings and visits to country operations.
- Organize press briefings for external parties as required.
- Perform other related duties as required.

#### **Authority**

- Organize the distribution of UNHCR publications and the provision of materials to various institutions and individuals.
- Produce reports for donor agencies as required.

### Essential Minimum Qualifications and Experience:

- Undergraduate degree (equivalent of a BA/BS) in Political or Social Sciences, International Relations, Journalism, Communication or other related fields 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.
- Computer and IT skills (MS Office, website preparation etc.).
- Highly developed drafting ability in working language of duty station.
- Excellent knowledge of local institution, politics and culture.
- 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.*

### Desirable Qualifications & Competencies:

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

### Required Competencies:

#### **Managerial Competencies**

- Empowering and Building Trust

#### **Cross-Functional Competencies**

- Analytical Thinking
- Innovation and Creativity
- Political Awareness

### Eligibility:

**Candidates must be Armenian nationals.**

Internal staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, you may also contact the HR Unit.

### 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 (for internal applicants), signed Personal History Form (for external applicants)** by e-mail clearly stating the **position title, VN/02/2019** and your **Last Name** in the subject line to: [armyehr@unhcr.org](mailto:armyehr@unhcr.org) by the closing date.

[The Personal History Form](#) and its [supplementary sheet](#) is attached.

**Only complete applications/documentation in English language will be considered. No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and oral interview.**

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

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

### **[Useful links](#)**

<http://un.am/en/agency/UNHCR>

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

<https://undg.org/document/united-nations-sustainable-development-cooperation-framework/>

<https://www.un.org/sustainabledevelopment/>

<https://sustainabledevelopment.un.org/>

***Refugees – who cares? We Do***