ORGANIZATIONAL CONTEXT:

The role of the Communication / Public Information Associate within the team is to provide support to the Communication/PI Officer. The incumbent will have a pivotal role in drafting of the growing number of requested reports, updates, briefing documents, increased translating tasks supporting the maintenance of the UNHCR national web site as well as interpreting for the management in the course of frequent official meetings with the national authorities and public/media appearances.

RESPONSIBILITIES

- Assist in preparations of interviews to the local media and background briefings to the international media.
- Draft briefing notes, talking points, minutes and other papers for the high level meetings and visits.
- Provide daily inputs for the national web site on relevant local developments and ensure that briefing materials from other offices are available.
- Accompany visits of foreign delegation and the media to refugee sites in the region, giving appropriate briefings, interpreting support and commentaries.
- Draft reports, briefings, updates, etc.
- Assist in preparation of communication budget.
- Perform other duties as required.

QUALIFICATIONS

- Completion of the Secondary Education with post-secondary training in Social Science, Journalism, Humanities or related field.
- Minimum 6 years of previous relevant job experience.
- Excellent computer skills and knowledge of MS Office applications.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English and working knowledge of another relevant UN language or local language

Required minimum qualifications and professional experience

Interested candidates are invited to send a motivation letter and a completed Personal History Form (or Fact Sheet, if internal) prior to the closing date of this vacancy to the address below. Please include the position title and vacancy number in the subject line.

rsaprhr@unhcr.org

Personal History Forms are available at www.unhcr.org/recruit/p11new.doc

Only short-listed candidates will be invited for a written test and upon passing the test, will be called for interview.