

**United Nations High Commissioner for Refugees (UNHCR)
Country Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2019/34
Internal/External Circulation**

Position Title: Senior Comm/PI Associate	Position Level: GL7	Date Issued: 11-Apr-19
Position No.: n/a	Report To: Comm/PI officer	Closing Date: 24-Apr-19
Section: Communication/PI	Duty Stations: Damascus	Contractual Status: Temporary Appointment

Availability of the Post : Immediately

Accountability

- The Office is kept informed about relevant local developments.
- Issues concerning persons of concern are monitored and relevant media releases are produced.
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Duties and Responsibilities:

- Establish close working relationships with TV, radio and news agencies to promote and disseminate UNHCR aims, activities and principles.
- Plan advertisements, exhibitions, training seminars, conferences, meetings, social events and other activities to promote a better understanding of UNHCR's aims, activities and accomplishments by the general public and/or organized groups.
- Assist in preparation of interviews and briefings to the media.
- Suggest stories and topics for the media to cover.
- Draft press releases, reports, booklets and other publications for target audiences.
- Organize and participate in press trips to refugee sites, briefing of journalists as well as press conferences for UNHCR high-ranking officials.
- Assist in preparation of communication budget.
- Perform other duties as required.

Authority

- Develop working relationships with the Government, NGOs and UN Agencies in order to raise interest and develop co-operation in inter-related activities.
- Organize the management and distribution of UNHCR publications and the provision of materials to various institutions and individuals to respond to the interest of the public on refugee issues.

Qualification Required

Education and Skills:

- Completion of Secondary School with course work/training in Social Sciences or Journalism.

Experience:

- At least 11 years of relevant work experience.
- Excellent computer skills and knowledge in MS office applications.

Languages:

- Fluency in English and working knowledge of another relevant UN language or local language
- Highly developed drafting ability in the UN working language of the duty station.

DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Completion of UNHCR Learning Programmes or specific training relevant to functions of position.
- Knowledge/proficiency in other UN languages.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location:

Attention Vacancy No: UNHCR/VN/ 2019/34, Senior Comm/PI Associate, Damascus

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link:

<http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

Distribution:

- All UNHCR staff members in Syria
- UN organizations in Syria
- Specialized Agencies
- Diplomatic Missions
- International NGOs
- Non-government Organizations
- Embassies