

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

**Vacancy Announcement No. UNHCR/VN/ 2018/83**

**Internal/External Circulation**

<b>Position Title:</b> External Relations Associate	<b>Position Level:</b> GL6	<b>Date Issued:</b> 22/10/2018
<b>Position No.:</b> 10021912	<b>Report To:</b> External Relations Officer	<b>Closing Date:</b> 04/11/2018
<b>Section:</b> External Relations	<b>Duty Stations:</b> Damascus	<b>Contractual Status:</b> Fixed-Term Appointment

**Availability of the Post** : Immediately

**Accountability**

UNHCR Country Office establishes and manages external relations activities in the country to protect, assist and find durable solutions for all persons of concern.

**Duties and Responsibilities:**

- Provide background briefings to local and international media.
- Keep track of evolving issues concerning persons of concern to be able to suggest stories and topics for the media to cover.
- Provide daily briefings on local developments to the Head of Office and ensure that briefing materials from other offices are available.
- Accompany visits of foreign delegations and the media to refugee sites in the region, giving appropriate briefings, commentaries and prepare briefing material for visitors.
- Establish contacts with local organisations to promote general interest and understanding of refugee issues
- Ensure that the office is kept informed of local developments which may have a political or operational impact on the office's activities.
- May be required to compile information and SitReps received from the Field Offices and/or sections within the Office and consolidate into weekly/monthly/quarterly report.
- Advise the Head of Office of local aspects of external relations policies
- Perform other related duties as required.

**Authority**

Liaise with external partners and local organizations on behalf of UNHCR.  
Produce reports and briefings for internal and external partners.

**Qualification Required**

**Education and Skills:**

Completion of Secondary education with certificate/training in Political or Social Sciences, International Relations, Journalism, Communication or other related fields.

**Experience:**

Minimum 6 years of relevant work experience.  
Computer and IT skills (MS Office, website preparation etc.).

**Languages:**

Fluency in English and working knowledge of another relevant UN language or local language.

**DESIRABLE QUALIFICATIONS & COMPETENCIES:**

Completion of UNHCR learning programmes or specific training relevant to functions of the position.  
Knowledge of another relevant UN language.

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/ 2018/83, External Relations Associate, Damascus**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto: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