

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

**Vacancy Announcement No. UNHCR/VN/ 2018/12
Internal/External Circulation**

Position Title: Assistant External Relations Officer	Position Level: NOA	Date Issued: 22/01/2018
Position No.: 10018986	Report To: External Relations Officer	Closing Date: 05/02/2018
Section/ Unit: External Relations	Duty Stations: Damascus	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability

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

Duties and Responsibilities:

- 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, analyzing 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.

Qualification Required

Education and Skills:

- Education: Undergraduate degree (equivalent of a BA/BS) in Political or Social Sciences, International Relations, Journalism, Communication or other related fields. 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.

Experience:

- Minimum 1 year of previous work experience relevant to the function.

Languages:

- Fluency in English and Arabic.

Desirable Qualifications & Competencies:

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

For Syrian or Syrian Palestinian only

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: **UNHCR/VN/2018/12, Assistant External Relations Officer, 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.

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