

Vacancy Announcement

Job Posting for Individual Contractor – 4.5 Months

Job title: UNHCR Egypt 60th Anniversary Book Assistant Editor, UNHCR Egypt

Location: Cairo, Republic Arab of Egypt

Application deadline: 12 December 2015

Desired Start date: As soon as possible

General Background:

The United Nations High Commissioner for Refugees (UNHCR) is the UN Agency mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide.

Egypt is a signatory to the 1951 Convention relating to the Status of Refugees and its 1967 Protocol as well as the 1969 OAU Convention Governing specific aspects of refugee problems in Africa. Home to one of the world's largest urban refugee populations, the country is currently hosting 191,742 refugees and asylum seekers, of whom 138,381 were Syrians nationals, and the remaining 53,361 predominantly African and Iraqis. They are mainly settled in areas within Greater Cairo and the cities of Alexandria and Damietta.

Egypt has a long history of hosting refugees. It signed a Memorandum of Understanding (MOU) with UNHCR already sixty years ago, which guides UNHCR's work in the country. Since then, all activities pertaining to registration, documentation and refugee status determination have been carried out by UNHCR.

In order to commemorate this historic milestone and in recognition of the Egyptian government's hospitality to refugees and UNHCR's work, the office in Egypt is preparing a book that will serve as a recollection "mémoire" to the Egyptian government, donors, partners and UNHCR.

Purpose and Scope of Assignment:

- Undertake historical research on refugee assistance in Egypt;
- Support editor with drafting and editing;
- Conduct new research as needed;
- Undertake interviews with former staff and refugees;
- Assist in the selection of photos, infographics, and graphic timelines;
- Assist the Egypt office and liaise with the designer and printer;
- Assist with the final editorial product of the book.

The consultant will work in close collaboration the External Relations and Communications Unit in Cairo.

Qualification and Experiences:

Education:

- Advanced university degree (Masters) in Political Science, Development Studies, Middle Eastern or African Studies, or related fields.

Work Experience:

- Minimum of six (6) years of experience in the field of communications, editing, research, and reporting.
- Experience in developing countries highly desirable.

Key Competencies:

- First-hand experience of refugee situations and humanitarian operations;
- Proven research, analytical judgment, writing and editing skills;
- Understanding of UNHCR and institutional frameworks;
- Excellent communication skills;
- Flexibility and strong interpersonal and cross-cultural communication skills;
- Ability to prioritise work and deliver under pressure;
- Discretion in handling sensitive and confidential information;
- Results orientation and constructive thinking;
- Native English speaker.

Desirable competencies and knowledge:

- Knowledge of innovative evaluation methodologies and policy analysis;
- Good understanding of Middle Eastern history and politics desirable;
- Good understanding of the Arab League and institutional framework desirable.

To Apply:

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to Ragnhild EK: EK@unhcr.org indicating “**UNHCR Egypt 60th Anniversary Book Assistant Editor, UNHCR Egypt**” in the subject of the email. P11 forms are available on www.unhcr.org/recruit/p11new.doc.

The deadline for applications is 12th December 2015.