UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification [(1)]:

PART 2A – IDENTIFICATION OF POSITION

Position No: **10023042**

Position Title: Senior Communication/Public Information Assistant

Position Grade: G5

Position Location : Abu Dhabi, UAE

Functional Group[(1)] :

Supervisor Position No., Title & Grade:10016995,Communication Officer/P3

CCOG Code [(1)] :

Job Code [(1)] :

Job Profile [(1)] :

Category: [(1)] :

> *(1)* *To be completed by PCU*

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. *Define <u>the role of the position within the team</u>, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The incumbent will be supervised by the Communication / PI Officer. S/he will have frequent contacts involving the exchange of a wide range of information with colleagues within UNHCR as well as media, international organizations, academic institutions and private individuals.

2.2 FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- Media and local situation regarding UNHCR's work is regularly monitored.

Responsibility (*process and functions undertaken to achieve results*)

- Follow-up on Administrative and Logistical arrangements to organise press briefings and other events, such as workshop and conferences.
- Contribute to the production of information material for public awareness campaigns and for the preparation of in-house bulletins, newsletters and information kits by contributing to articles, reports and other information gathered from various sources; liaise with printers concerning brochures and publications published by the office.
- Maintain an updated list of media, academic institutions, and other relevant counterparts.
- Compile and distribute a daily news clipping service.
- Distribute press statements and similar information to media, to other offices locally as well as to Headquarters.
- Maintain up-to-date filing system and appointments diary.
- Perform any other related duties, as requested

Authority (*decisions made in executing responsibilities and to achieve results*)

- Respond to non-complex media queries and incoming correspondence.
- Have access to UNHCR Communication / PI systems.

2.3 REQUIRED COMPETENCIES, *which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.*

	Code	Managerial Competencies
1. ☐	M001	Empowering and Building Trust
2. ☐	M002	Managing Performance
3. ☐	M003	Judgement and Decision Making
4. ☐	M004	Strategic Planning and Vision
5. ☐	M005	Leadership
6. ☐	M006	Managing Resources

	Code	Cross-Functional Competencies
1. ☐	X001	Analytical Thinking
2. ☒	X002	Innovation and Creativity
3. ☒	X003	Technological Awareness
4. ☐	X004	Negotiation and Conflict Resolution
5. ☐	X005	Planning and Organizing
6. ☐	X006	Policy Development and Research
7. ☒	X007	Political Awareness
8. ☐	X008	Stakeholder Management
9. ☐	X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the <u>educational</u> background, the <u>relevant job experience</u> and <u>the language(s)</u> that are essential to perform the work of the position.*

- Completion of the Secondary Education with post-secondary training in International Relations, Journalism, Political Science or related field.
- Minimum 5 years of previous relevant job experience.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in Arabic and English (written/oral/comprehension).

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Completion of UNHCR learning programmes or specific training relevant to functions of position.
- Knowledge of another UN language is an asset
- Knowledge of computer software design programs.