



UNHCR JOB DESCRIPTION

PART 2A – IDENTIFICATION OF POSITION

Position No: **10016998**

Position Title: Snr. External Relations Associate

Position Grade: G7

Position Location : Abu Dhabi, UAE

Functional Group⁽¹⁾ :

Supervisor Position No., Title & Grade: 10006400, External Relations 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 the role of the position within the team, 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 is closely supervised on issues concerning external relations by the External Relations Officer who give regular guidance and advice to the incumbent. Advice and operational support may also be received from other senior staff and support units at the Liaison Office in Abu Dhabi or the Regional Office in Riyadh.

The position requires frequent contacts at various levels with colleagues within UNHCR (Headquarters, the Regional Office, field and within LO Abu Dhabi) to obtain and provide information related to political and humanitarian priorities in the geographical areas assigned and with respect to overall partnership possibilities and procedures.

Externally, the position requires frequent and substantive contacts at various levels with counterparts within the public and private sectors in the UAE and regionally in order to provide information related to UNHCR's priorities and activities in the field and to obtain information on priorities, actions and funding possibilities and procedures. External contacts are generally with a broad range of officials from national and international institutions, or general public involving the exchange of a wide range of information.

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

Accountability (*key results that will be achieved*)

- UNHCR has the most relevant and update information on UAE developments under his/her geographic and thematic area of responsibility.
- UNHCR's standing with its counterparts is maintained and expanded and partners in the UAE and regionally have much better understanding of UNHCR, refugee principles and ongoing humanitarian emergencies.
- UNHCR is aware of partnership opportunities in the UAE.
- LO Abu Dhabi, the Regional Office, HQ and the field have up to date and relevant knowledge of partnership opportunities and are able to access them.

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

- Establish contacts with relevant public and private sector entities in the UAE to promote general interest and understanding of refugee issues and emergencies.
- Maintain contacts at an appropriate level with counterparts in the UAE government and, when applicable, regionally to identify partnership opportunities and to solicit and ensure political support for UNHCR's activities
- Assist in planning and organizing relevant public sector strategies to generate support for UNHCR's operations from external partners (e.g. governments, partners, academia, influential personalities and others).
- Support in donor relations including with the preparation of funding proposals, visibility and reporting.
- Monitor UAE and regional developments (political, operational and funding-related) relevant to his/her assigned area of responsibility, and be generally knowledgeable about the countries and thematic areas he/she covers in order to ensure that UNHCR's actions are timely and relevant.

- Ensure that the Office is kept informed of local developments which may have a political or operational impact on the office's activities.
- Support the External Relations Officer with management of foreign delegations providing appropriate briefings, commentaries and preparing briefing material.
- Support the Office in the development and implementation of relevant thematic partnership strategies as well as the development of general awareness and funding campaigns.
- Prepare and manage a database of individual profiles of key entities and individuals in the UAE.
- Compile information and updates received from sections within the Office and consolidate into weekly, monthly and quarterly report.
- Draft diplomatic correspondences related to external relations activities including the drafting of note verbal's, official letters and memos.
- Serve as the External Relations translation focal point liaising with the translation provider to ensure the highest level of quality and service.
- Provide regional support as deemed required by the Regional Office and LO Abu Dhabi management.
- Any other responsibilities deemed necessary or as delegated by the Head of the Unit or the External Relations Officer in order to meet the level of the service in the organization

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

- Liaise with external partners and local organizations on behalf of UNHCR in coordination with the External Relations Officer and Head of Office.
- Produce reports and briefings for internal and external partners and distribute amongst multi-sector mailing list.
- Represent UNHCR on behalf of senior management in fund-raising and communication priorities in external fora.

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.

- | <u>Code</u> | <u>Managerial Competencies</u> |
|---|--------------------------------|
| 1. <input type="checkbox"/> M001 | Empowering and Building Trust |
| 2. <input type="checkbox"/> M002 | Managing Performance |
| 3. <input checked="" type="checkbox"/> M003 | Judgement and Decision Making |
| 4. <input type="checkbox"/> M004 | Strategic Planning and Vision |
| 5. <input type="checkbox"/> M005 | Leadership |
| 6. <input type="checkbox"/> M006 | Managing Resources |

- | <u>Code</u> | <u>Cross-Functional Competencies</u> |
|---|--------------------------------------|
| 1. <input checked="" type="checkbox"/> X001 | Analytical Thinking |
| 2. <input type="checkbox"/> X002 | Innovation and Creativity |
| 3. <input checked="" type="checkbox"/> X003 | Technological Awareness |
| 4. <input checked="" type="checkbox"/> X004 | Negotiation and Conflict Resolution |
| 5. <input type="checkbox"/> X005 | Planning and Organizing |
| 6. <input type="checkbox"/> X006 | Policy Development and Research |
| 7. <input checked="" type="checkbox"/> X007 | Political Awareness |
| 8. <input checked="" type="checkbox"/> X008 | Stakeholder Management |
| 9. <input type="checkbox"/> X009 | Change Capability and Adaptability |

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- Completion of Secondary School or its equivalent in a technical or commercial school with course work/training in International Relations, Communications, Political affairs, Social Sciences, Economics or related field.
- At least 11 years of relevant work experience, with focus on external or donor relations.
- Good knowledge of the United Arab Emirates and its national institutions. Experience in developing and managing contracts with UAE and regional institutions is a must.
- Excellent computer skills and knowledge in MS office applications.
- Excellent knowledge (written /oral/comprehension) of Arabic and English. Highly developed drafting ability in both English and Arabic is required.

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.*

- Knowledge of UNHCR programming framework.
- Knowledge of the principles of asylum and migration policies and issues.
- Exposure to UNHCR specific learning/training activities.