

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

GREAT/HRC/2016/561

VACANCY NOTICE FOR A TEMPORARY APPOINTMENT***WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY***

UNHCR Greece invites applications from qualified candidates for the following positions:

Position title	Communication / PI Associate
Position Number	Temporary Appointment
Category and Level	General Service, GL- 6
Duty Station	Thessaloniki
Remuneration	Attractive salary and entitlements as per UN Staff Rules & Regulation
Duration	Initially for a period of 3 months with a possibility for extension
Effective date	2 weeks following the receipt of the offer
Closing Date	2 August 2016

OPERATIONAL CONTEXT

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who continue to arrive in Greece and move onwards under very compelling human and protection conditions.

FUNCTIONAL STATEMENT

The role of the Communication / Public Information Associate within the team is to provide support to the Communication/PI Officer. The incumbent will have a pivotal role in drafting of the growing number of requested reports, updates, briefing documents, increased translating tasks supporting the maintenance of the UNHCR national web site as well as interpreting for the management in the course of frequent official meetings with the national authorities and public/media appearances.

Accountability

- The office is kept informed of local developments of interest to UNHCR.
- Evolving issues concerning displaced persons and refugees are monitored to be able to suggest stories and topics for the media coverage.

Responsibility

- Assist in preparations of interviews to the local media and background briefings to the international media.
- Draft briefing notes, talking points, minutes and other papers for the high level meetings and visits.
- Provide daily inputs for the national web site on relevant local developments and ensure that briefing materials from other offices are available.
- Accompany visits of foreign delegation and the media to refugee sites in the region, giving appropriate briefings, interpreting support and commentaries.
- Draft reports, briefings, updates, etc.
- Assist in preparation of communication budget.
- Perform other duties as required.



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Authority

- Establish contacts with local organisations to promote general interest and understanding of refugee issues.
- Have access to UNHCR Communication /PI systems.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Education: completion of the Secondary Education with post-secondary training in Social Science, Journalism, Humanities or related field.
- Job experience: minimum 6 years of previous relevant job experience.
- Fluency in English and Greek; other UN languages considered an asset.
- Excellent computer skills and knowledge of MS Office applications.
- Excellent drafting skills as well as translation and interpreting skills.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of UNHCR Learning Programmes or specific training relevant to functions of position.
- Knowledge of another UN language is an asset.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) (which can be downloaded from www.unhcr.org/recruit/p11new.doc) and motivation letter by e-mail with “LAST name – Position” in the subject line to: greatvac@unhcr.org no later than 2 August 2016.

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Deadline for submission of application: 2 August 2016.