

**United Nations High Commissioner for Refugees (UNHCR)  
Washington, D.C.**

**Internal/External Vacancy Announcement**

The United Nations High Commissioner for Refugees (UNHCR) is seeking a Public Information Officer (NOC) for its Regional Representation office in Washington, D.C.

**Position:** Public Information Officer (NOC)  
**Position No:** 100023348  
**Category / Grade:** National Officer "C"  
**Date of entry on duty:** April 2017  
**Type of Appointment:** One year Fixed Term Appointment (with possibility of extension)  
**Closing date:** January 24, 2017

**Organizational context**

The Public Information Officer is a key member of the External Relations and Public Information (ER/PI) unit in UNHCR's Washington office. The unit takes the lead in keeping policymakers, the media, and other stakeholders fully apprised of UNHCR's global operations and the needs of refugees and other persons of concern.

Direct supervision is exercised by the Public Information Officer who provides guidance on the applicable procedures. Advice may also be provided by relevant functional units at the Regional Office in Washington and from HQ. The incumbent may supervise some support staff. Contacts are predominantly with persons on subject matters of importance to Organization's programmes (e.g. counterparts in other organizations or in Government).

**Accountability**

UNHCR's media relations and advocacy work within geographic and thematic areas of specializations are actively maintaining the organization's standing with media and audiences.

**Duties/Responsibilities**

- Assist in developing and implementing communications strategies, campaigns, events and other initiatives in support of UNHCR's strategic objectives.
- Assist in planning and production of professional multimedia content and communications materials for various audiences and ensure their timely dissemination via UNHCR's communications channels.
- Act as a spokesperson for UNHCR, if so designated by the supervisor, organizing press events, handling interviews requests, and providing responses to requests from media relating to UNHCR and its work.
- Provide considered professional communications advice to Representative and senior staff of UNHCR as needed.
- Undertake missions and field trips with media and other official visitors in support of UNHCR and its work.
- Actively maintain media relations for UNHCR, ensuring that media (and other important external stakeholders, such as USA for UNHCR, governments, embassies, NGOs etc.) are briefed regularly on issues of importance to UNHCR, and have access to information and UNHCR expertise.
- Assist in preparation of communications budgets.
- Perform other duties as required.

**Authority**

- Represent UNHCR in press events, interviews and other media events.
- Authorize expenditures against communication budgets.
- Good knowledge of Spanish (written and spoken) and familiarity with Latino media in the United States.
- High IT affinity with specific focus on preparation of website/pages.
- Completion of UNHCR Learning Programmes or specific training relevant to functions of position.

**Required Qualifications**

- University degree in Journalism, International Relations, Communications, Political Science or similar relevant field.
- Minimum of 8 years professional experience in media and communications environments or 6 years in case of advanced university degree.
- Keen political awareness and understanding of basic features of international relations and humanitarian issues.
- Ability to process large volumes of information and produce clear, attractive communications materials under tight deadlines.
- Strong skills with digital media applications; knowledge of video and other current visual media production programs.
- Excellent spoken and written communication skills in English; working knowledge of another official UN language.
- Good interpersonal communication skills.
- General understanding of UN/UNHCR and the priority agenda of the organization.

**Desirable qualification**

- Good knowledge of Spanish (written and spoken) and familiarity with Latino media in the United States.
- High IT affinity with specific focus on preparation of website/pages.
- Completion of UNHCR Learning Programmes or specific training relevant to functions of position.

**Application deadline - January 24, 2017**

To apply send copy of your CV, P11 or Fact Sheet and a cover letter to: [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org) and note in the subject line “Public Information Officer (NOC)”. Only shortlisted candidates will be contacted.