



United Nations High Commissioner for Refugees (UNHCR)

Temporary Vacancy Announcement

Vacancy Notice No.: VN/KEN/NBI/17/001

Title of Post	Communication / PI Associate	Category / Grade	GL6
Duration	Initially for 6 months	Reporting Date	Immediately
Type of Contract	Temporary Appointment	Date of Issue	16May 2017
Location	Special Envoy's Office - Nairobi	Closing Date	30 May 2017

Operational Context (*role of the position within the team, describing its leadership role, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent*)

In coordination with the PI Officer at the Regional Service Centre, the role of the Communication / Public Information Associate within the team of the Special Envoy's Office 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 (*key results that will be achieved*)

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

- 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.

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

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

Essential Minimum Qualifications and Experience

- Completion of the Secondary Education with post-secondary training in Social Science, Journalism, Humanities or related field.
- Minimum 6 years of previous relevant job experience.
- Excellent computer skills and knowledge of MS Office applications.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English and working knowledge of another relevant UN language or local language

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

Desirable Qualifications & Competencies

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

Competencies:-

Values

- Integrity
- Professionalism
- Respect For Diversity Core Competencies

Core Competencies

- Accountability
- Team Work & Collaboration
- Communication
- Commitment to Continuous Learning
- Client & Results Orientation
- Organizational Awareness

Candidates may also be tested on **relevant** managerial and cross function competencies. Examples are listed below:-

Managerial Competencies

- Empowering & Building Trust
- Managing Performance
- Judgement & Decision Making
- Strategic Planning & Vision
- Leadership
- Managing Resources Cross - Functional Competencies

Cross - Functional Competencies

- Analytical Thinking
- Innovation & Creativity
- Technological Awareness
- Negotiation & Conflict Resolution
- Planning & Organizing
- Policy Research & Development
- Political Awareness
- Stakeholder Management
- Change Capability & Adaptability

IMPORTANT

Candidates who wish to be considered for this position should complete a Personal History form (P.11) available on the following link - <http://www.unon.org/docs/P11.doc> and attach it to their application for the position. Applications should be send to:

**The Senior Human Resources Officer,
UNHCR Representation in Kenya
Lynwood Court - Off Waiyaki Way, Westlands
P.O. Box 43801 - 00100, Nairobi, Kenya.**

or hand delivered to UNHCR Branch Office for Kenya, Lynwood House, Waiyaki Way (opposite Lions Place). Please quote Reference: **VN/KEN/NBI/17/001.**

Female candidates are encouraged to apply.

Only shortlisted candidates will be contacted and may be required to sit for a written test.

No late applications will be accepted.

Refugees - who cares? We Do.