



United Nations High Commissioner for Refugees (UNHCR)

Internal / External Vacancy Announcement

Vacancy Notice No.: IVN/EVN/KEN/NBI/17/012

Title of Post	Associate Communications / PI Officer	Category /Grade	NOB
Post Number	10005217	Reporting Date	Immediately
Type of Contract	Fixed Term Appointment (Initial contract - 1 year)	Date of Issue	24 May 2017
Location	Branch Office Nairobi	Closing Date	06 June 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)

Kenya has hosted refugees since the early 1990s. However, the protracted nature of the situation and the security challenges that the country has faced in recent years have had an impact on public perception towards refugees and the engagement of UNHCR with various relevant stakeholders. Kenya is, notably, a country in which effective use of both traditional and social media is crucial to management of external relationships and overall communication.

Cognizant of the context, UNHCR Kenya has stepped up its Public Information/Communication efforts and has embarked on several strategic initiatives, including the launch of a UNHCR Kenya Website, increased presence on social media, such as Twitter, Facebook and Instagram, the launch of the Artists for Refugees Project. Communication activities are headed by a Senior Communications Officer in Nairobi, leading and coordinating PI activities carried out by various staff members in Nairobi, Dadaab and Kakuma,

The Associate Communication Officer would be a hardworking and experienced Communications professional who would work towards raising the profile UNHCR Kenya through engaging external stakeholders like the media, building audiences and effectively communicating the mandate of UNHCR Kenya. The efforts would go towards the preservation of asylum in Kenya, as well as the dissemination of information on new innovative approaches being implemented (such as the development of the new assistance model in Kalobeyei, Turkana with the support of development actors such as the World Bank).

The Associate Communications Officer will report to the Senior Communications Officer who will be based at the Branch Office in Nairobi.

Accountability (key results that will be achieved)

- UNHCR's media relations and advocacy work within geographic and thematic areas are effectively supported.
- The organization's standing with media and audiences is maintained.
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Responsibility (process and functions undertaken to achieve results)

- Assist in developing and implementation of the communications strategies, campaigns, events and other initiatives in support of UNHCR's strategic objectives.
- Provide necessary output in researching, preparing, fact-checking, editing, and producing of the professional media and communications materials for various audiences and ensuring through the Representative their timely dissemination via UNHCR's communications channels.
- Assist in organizing press events, handling interviews requests, and on behalf of the Representative or other senior staff providing responses to requests from media relating to UNHCR and its work in consultation with the supervisor.
- Develop working relationships with Governments, NGOS, and UN agencies in order to raise interest and develop cooperation.
- Undertake missions and field trips with media and other official visitors in support of UNHCR and its work.
- Actively maintain media relations for UNHCR and have access to information and UNHCR expertise.
- Assist in preparation of communications budgets.
- Perform other duties as required
- Generate ideas and produce video, photo and text content and stories for the UNHCR Kenya website and social media.

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

- Represent UNHCR in press events, interviews and other media events.
- Produce reports and press releases for donors and other stakeholders

Essential Minimum Qualifications and Experience

- University degree in Journalism, International Relations, Communications, Political Science or similar relevant field.
- Minimum of 4 years of relevant job experience at professional level in progressively responsible functions related to UNHCR and/or any other humanitarian agency on promotional activities of the agency.
- General understanding of UN/UNHCR reforms and the priority agenda of the organization.
- Excellent computer skills (MS Word, Excel and PowerPoint essential).
- Excellent communication skills.
- Excellent knowledge of English and another UN language.
- Highly developed drafting ability in the UN working language of the duty station.

Desirable Qualifications & Competencies

- Completion of UNHCR Learning Programmes or specific training relevant to functions of position.
- Very good IT affinity specific focus on preparation of website/pages.
- Background in journalism and/or communications & advocacy.
- Experience in engagement and outreach with social media.
- Experience in humanitarian 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

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

Submission of Applications

This vacancy is open for qualified Kenyans **ONLY**. **Female candidates are encouraged to apply.**

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 Secretary,
Regional Assignments Committee (RAC),
Human Resources Section,
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: **IVN/EVN/KEN/NBI/17/012**

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The UN Refugee Agency