



Main duties and responsibilities

Refugee Food Festival coordinator

French Representation of UNHCR, Paris Office

External Relations and Public Information unit

The United Nations High Commissioner for Refugees (UNHCR) is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. It has over 9,000 employees in more than 125 countries.

The Refugee Food Festival is a citizens' led initiative that was developed jointly by the NGO Food Sweet Food and UNHCR Paris, during which restaurants open their kitchens to refugee chefs to reveal their cooking skills, and enable citizens to discover the best of the food from their country. The 2016 and 2017 Refugee Food Festival editions were a success, with large attendance and media coverage, and facilitating access to employment and integration of refugees. The Festival will be further developed to take place in at least 10 European cities in June 2018.

The UNHCR Paris Office is seeking a short-term coordinator, to start immediately.

The coordinator will work with the External Relations team in the Paris Office until 31/12/2018.

The coordinator will :

- Play an active role in the monitoring of the project in cooperation with Food Sweet Food
- Serve as the coordinator for the Refugee Food Festival in at least 10 cities in Europe in June 2018 in partnership with the NGO Food Sweet Food, and working directly with UNHCR implementing offices;
- Support the communications and advocacy work around the Refugee Food Festival, including drafting and implementing a communications strategy;
- Closely liaise with Food Sweet Food, UNHCR Paris and UNHCR headquarters and implementing offices to continue to organize and further develop the Refugee Food Festival and ensure its sustainability;

Final product

- Refugee Food Festivals coordinated in and held in at least 10 European cities in June 2018 in line with protection standards;
- Long-term strategy for the Refugee Food Festival developed in cooperation with main stakeholders;
- Coordination of a review/evaluation of the Refugee Food Festivals in close cooperation with the country offices.

Required skills and qualifications

Essential

- University degree in Law, Political Science, Human Rights, Social Sciences, or other related disciplines
- Minimum 2 years of working experience in the areas of asylum/human rights and refugee protection in a governmental institution, international organization, NGO working with refugees, or in the field
- Experience in coordinating events and communications
- Availability to travel
- Excellent knowledge of French and English (oral and written);
- Strong communications skills and sense of diplomacy;
- Strong reporting skills
- Fully proficient computer skills
- Ability to work in a multicultural environment

Desirable

- Previous experience working in or with UNHCR.
- Excellent project management and organization skills, and attention to detail
- Adaptability, flexibility, and openness to working collaboratively with colleagues and partners across the world, including a significant volume of virtual engagement (i.e. video conference calls, email) and work with different time zones and locations

Interested candidates must submit:

- A completed Personal History (P.11) available at www.unhcr.org/recruit/p11new.doc;
- A motivation letter explaining their suitability for the consultancy.

In addition, a CV/resume in another form may be submitted.

Candidates are strongly encouraged to submit examples of previous relevant work to demonstrate their research and drafting skills.

Applications must be submitted by email to frapasaf@unhcr.org by 23:59 on Wednesday, 2 May 2018. The subject line of the email should read "Refugee Food Festival Coordinator". Early applications are encouraged. No late applications will be accepted. Due to the expected volume of applications, only short-listed candidates will be contacted.

How to apply