



# Internal/External Vacancy Notice

Communication/PI Associate G-6

United Nations High Commissioner for Refugees (UNHCR)

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## Summary of the positions:

**Title of the Position: Communication/PI Associate**

**Category & Level: General Service, G-6**

**Location: UNHCR National Office in Prague, Czech Republic**

**Effective date: as soon as possible**

**Duration: initially for a period of six months, with possible extension**

**Closing Date: 31 March 2017**

## Qualifications

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### Essential minimum qualifications, professional experience and required competencies:

- 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 Czech and English and working knowledge of another relevant UN language

### Desirable qualifications and competencies:

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

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## Organizational Context

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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.

## Functional Statement

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### 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.

### Responsibilities:

- 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

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

## Contract and Remuneration

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Initial contract, Temporary Appointment, for a period of six months, with the possibility for further extension.

Remuneration as per UNHCR Staff Rules and Regulations. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

## Applications

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Interested candidates are invited to fill a Personal History (P.11) form that can be downloaded from <http://www.unhcr.org/recruit/p11new.doc> or from: <http://www.unhcr-centraleurope.org/en/general/employment/vacancies>. Completed forms are to be submitted with a motivation letter and detailed resume in English, with copies of certificates/diplomas by e-mail, to: [rrcepost@unhcr.org](mailto:rrcepost@unhcr.org). The subject line should indicate the reference number **RRCE/CZEPR/2017/003READ**.

**Only shortlisted candidates will be notified. Shortlisted candidates may be required to sit for a test.**

**No late applications will be accepted. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).**