

**United Nations High Commissioner for Refugees (UNHCR)
Cotabato, Philippines**

Position Title: Senior Reporting/Public Information Assistant	Vacancy Notice Number: 01/2020	Date Issued: 07 January 2020
Contract Duration: 31 December 2020	Report To: Head of Field Office	Closing Date: 20 January 2020
Position Level: LICA 5	Internal / External Vacancy	Duty Station: Cotabato

Application invited for Filipino nationals only.

Terms of Reference

Duties and Responsibilities:

1. Stay abreast with the operational developments and assist in the preparation of briefing notes and reports.
2. Assist in consolidation of data and facilitate the preparation of periodic reports including Sitreps, Fact Sheets, dashboards and other activity specific reports.
3. Contribute to the production of information material for public awareness campaigns and for the preparation of in-house bulletins, newsletters and information kits by contributing to articles, reports and other information gathered from various sources.
4. Work closely with Information Management Unit to ensure accurate and standard data presentation.
5. Assist in the development of funding submissions, appeals and reports.
6. Draft routine correspondence and texts for the office's website and maintain information databases.
7. Monitor on regular basis sources of information in order to keep UNHCR staff members and its partners up-to-date on developments related/affecting IDPs in Mindanao Consolidate and provide inputs for donor reports.
8. Draft press releases, reports, booklets and other publications for target audiences.
9. The reporting requirements are fulfilled accurately and in a timely manner.
Suggest and write stories on Internally Displaced Persons (IDPs) in Mindanao (for the media, UNHCR website and Facebook page, UN Newsletter, etc.)
10. Performs other duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- Completion of Bachelor's degree or equivalent technical or commercial school with certificate/training in Journalism or International/Humanitarian law or other related fields.
- Minimum 4 years of job experience relevant to the function;
- Computer skills (MS office and People Soft applications).
- Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station).

DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- Highly organized
- Good writing and documentation skills
- Good inter-personal and communication skills
- Training and facilitation skills
- Ability to develop rapport internally and externally in a multicultural environment
- Knowledge of situation in Mindanao
- Willingness to travel in all covered areas in Mindanao
- Experience with dealing with the public and diverse areas in Mindanao
- Completion of UNHCR Learning Programme or specific function relevant to functions of the position
- Knowledge of another relevant UN language

Detailed information/job description for above position can be found at:

<https://www.unhcr.org/ph/career> . Please submit your Curriculum Vitae and P.11, with subject: VN No. 01 – Application for Sr. Reporting/PI Assistant - Cotabato to: PHIMAVAC@unhcr.org.

Only applicants meeting minimum requirement will be short-listed for written test and/or interview. Application will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from:

http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm

Supplementary Form at this link:

http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm