



Senior External Relations Assistant

Duty Statement

- Provide support to achieve communications objectives of the UNHCR Regional Representation in Canberra and to ensure the effective administration of the Public Information Unit.
- In consultation with the Deputy Representative or other professional staff depending on staffing structure in the office, receive, screen and respond to enquiries from external parties and liaise with field offices with regard to individual requests.
- Maintain records and files of the Public Information Unit.
- Assist in the preparation of file notes and reports, and in the drafting, finalization, and dispatch of correspondence.
- Organize events (e.g. World Refugee Day) and liaise with partners and local communities on implementation.
- Maintain the regional website and manage content using high level software capabilities, creativity and innovation.
- Conceptualize, pitch and contribute text and video stories, create photo galleries, and produce digital banners and other materials for the website.
- Assist with the development and updating of the regional communication strategy including a social media strategy and its implementation.
- Contribute to the production of public information materials, using high level skills in research, writing and graphic design.
- Distribute media releases and other information to appropriate recipients, and support the maintenance of contact databases.
- Compile and distribute a hyperlinked media monitoring resource.
- Draft routine correspondence, maintain an up-to-date filing system and administer an appointments/events diary.
- Provide assistance with administration of interns (selection and support).
- Perform other tasks as required.