



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Communications and Reporting Officer

Education Section,

Division of Resilience and Solutions

UNHCR, the UN Refugee Agency, is offering a Consultancy within the **Education Section** in our **Division of Resilience and Solution**.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Title: Communications and Reporting Officer

Duty Station: Home-Based

Duration: Until 31 December 2020

Contract Type: UNOPS, IICA Level 2

Closing date: 26th February 2020

Start date: ASAP

Organizational context

UNHCR, the UN Refugee Agency, is offering a full time (100%) UNOPS position attached to UNHCR's headquarters-based Education Section.

Education is an integral part of protection for persons of concerns to UNHCR, fifty percent of whom are children and youth. The Division of Resilience and Solutions (DRS), in close collaboration with the Regional Bureaux, is working on an integrated and holistic approach to support locations in implementing the policies and guidelines on education, especially in terms of solutions where education plays a large role in an individual's ability to plan for their own future, and to contribute to society as a whole.

Unfortunately, refugee children do not have the same educational opportunities as their peers, with refugee children being five times more likely to be out of school. At primary school level, only 63% of refugee children attend school, compared to a global average of 91%, and the

statistics worsen dramatically in secondary and tertiary education. The protection risks associated with refugee children not being in school are well known.

The headquarters-based Education Section (operating out of Copenhagen) also manages specific programmes in coordination with country operations focused on thematic issues; one such programme in the Humanitarian Education Accelerator (HEA) which is about to enter its second phase of implementation.

The Humanitarian Education Accelerator (HEA) identifies promising interventions (innovations) that address the education needs of children living in protracted crises and supports these innovators to build their evaluation capacity and provides technical and capacity building in order to assist them to scale up innovations. The HEA will generate evidence of "what works" with respect to the implementation and expansion of education innovations in emergency and protracted crises by providing rigorous evidence of interventions' effectiveness and potential to scale; strengthening the capacity of organisations to document processes and undertake rigorous evaluations; and documenting lessons learnt on taking innovations to scale in refugee settings.

The HEA will work with a number of organisations (referred to as the innovation teams) to support them to develop systems and processes to support taking a promising refugee education innovation to scale. The HEA is expected to contribute to the body of knowledge regarding successful scaling of innovative projects and approaches to education for conflict-affected populations. It is therefore important that the findings of evaluations, the lessons learnt in taking innovative projects to scale and the documenting the process of capacity development be communicated effectively both within UNHCR and to external audiences.

The second phase of the Humanitarian Education Accelerator (HEA) is funded through Education Cannot Wait's Acceleration Facility and will be implemented over a 24 month period starting February 2020.

The position

Under the supervision of the HQ-based Senior Education Officer (Emergencies) and in collaboration with the Chief of the Education Section, the HEA Communications and Reporting Officer will have the following duties and responsibilities:

1. Lead the production of advocacy and communications materials on the HEA project (including social media posts, blog posts, tweets, articles; updating the HEA website/ pages; and producing other materials as needed/ appropriate that provide information of key activities and present the findings of research and evaluations in an accessible format).
2. Develop and implement a strategic plan for HEA-related communications that builds on lessons learnt during the implementation of the first phase of the HEA (2016-2019).
3. Support the development of materials (general and related to public advocacy and communication) for workshops with organisations selected to participate in the HEA.
4. Contribute to and edit donor reports in order to ensure a high standard of reporting
5. Support the Education Section in developing a communications strategy

The staff member will be expected to travel to project workshops and locations for up to a week at a time.

The Communications and Reporting Officer will produce the following deliverables over the course of the project:

1. Establish and/or update the communications strategy for the HEA project and for UNHCR's education section
2. Establish and update the HEA website and Learning Series.
3. Produce relevant, accessible articles and posts on HEA-related activities. At least one output is expected per month

Essential minimum qualifications and professional experience required

1. Education

- Advanced University Degree or equivalent in communication, journalism or public relations.

2. Work Experience

- Minimum 5 years relevant professional experience of which at least 3 years' experience should be working with humanitarian or development organisations;
- Demonstrated work experience in external communications/ journalism with familiarity of social media tools.
- Experience working for an advocacy or campaigning organization (e.g. international or national NGO, UN or other multilateral organization);
- Demonstrated experience in working in international development, humanitarian issues, and children's rights.

3. Key Competencies

- Strong background in external communications, journalism and strategic communications;
- Proficiency in all Microsoft Office tools, layout and design software and web publishing software;
- Excellent written and spoken English is required. Given support to francophone countries, proficient written and spoken French would be an asset.
- Good stakeholder management and ability to work effectively with multiple partners and cross-functional teams
- Strong independent decision-making, organizational, planning, and problem-solving skills

Location

The successful candidate will be based Home-Based.

Conditions

The staff member will be expected to travel to project workshops and locations for up to a week at a time.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to hqdrsvac@unhcr.org indicating **DRS/2020/005; Communications and Reporting Officer**, in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.