



UNHCR

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

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

Vacancy Announcement no. VN/MNL/02/2020

Internal/External

Position Title: Senior Communication Assistant	Date Issued: 04 February 2020
Position Level: LICA - 5	Closing Date: 19 February 2020
Report To: Representative	Duty Station: Manila
Contractual Status: UNOPS	

ORGANIZATIONAL CONTEXT.

The incumbent will be supervised by the Representative. S/he will have frequent contacts involving the exchange of a wide range of information with colleagues within UNHCR as well as media, international organizations, academic institutions and private individuals.

FUNCTIONAL STATEMENT.

Accountability

- Media and local situation regarding UNHCR's work is regularly monitored.

DUTIES AND RESPONSIBILITIES:

- Follow-up on Administrative and Logistical arrangements to organise press briefings and other events, such as workshop and conferences.
- 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; liaise with printers concerning brochures and publications published by the office.
- Draft routine correspondence and texts for the office's website and maintain information databases.
- Compile and distribute a daily news clipping service.
- Distribute press statements and similar information to media, to other offices locally as well as to Headquarters.
- Maintain up-to-date filing system and appointments diary.
- Perform other duties as required.

AUTHORITY

- Respond to non-complex media queries and incoming correspondence.
- Have access to UNHCR Communication / PI systems.

REQUIRED COMPETENCIES

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. √ X002	Innovation and Creativity
2. √ X003	Technological Awareness
3. √ X007	Political Awareness

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of the Secondary Education with post-secondary training in International Relations, Journalism, Political Science or related field.
- Minimum 5 years of previous relevant job experience.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English and working knowledge of another relevant UN language or local language.
- (In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

DESIRABLE QUALIFICATIONS & COMPETENCIES

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

APPLICATION INVITED FOR FILIPINO NATIONALS ONLY

HOW TO APPLY:

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: “Application- VN-02/2020 Senior Communication Assistant ” to: PHIMAVAC@unhcr.org

Only applicants meeting minimum requirements will be short-listed for interviews/written tests.

Applications 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 the following links:

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

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