

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY NOTICE

Title of Position: Public Information/Communications Assistant
Contract type and level: **UNOPS Individual Contractor Agreement (LICA-4)**
G-4 Equivalent
Location: Bucharest, Romania
Effective date: 01 January 2020
Duration: until 31 December 2020, with possible extension
Closing Date: **8 December 2019**

ORGANIZATIONAL CONTEXT

The Public Information/Communications Assistant will be part of the Public Information (PI) Unit and will be directly supervised by the Public Information/Communications Associate. The incumbent will provide support and conduct services and activities within the PI Unit.

The incumbent receives guidance from supervisor on areas of communication strategy, media work, content production, public awareness work and partnerships. He/she may receive indirect guidance from other sections and units relevant to the communications objectives.

In close coordination with the supervisor and under the overall direction of the Representative, the incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners, stakeholders and refugees to undertake his/her duties.

PURPOSE AND SCOPE OF ASSIGNMENT

- Collect information, assist in identifying and developing stories about refugees and asylum-seekers for UNHCR's media platforms, including assistance in generating content for social media.
- Prepare print and digital communication materials (web stories, photo essays, factsheets, info graphics etc.), visibility items and publication design.
- Assist in implementing campaigns, contacting media (print, broadcast and online) to place video spots, banners and other materials, liaison with partners and stakeholders, etc.
- Monitor the Romanian and international media and prepare summary reports in English.
- Assist in staging events, including round table discussions, exhibitions, documentary screenings, press conferences, etc.
- Assist in maintaining the unit's visibility, photo and video libraries as well as updating media and external stakeholder contact database.
- Liaise with partners, stakeholders such as NGOs, refugee communities as well as communication with service providers.
- Assist in exploring innovative forms of communication in order to reach new audiences.
- Translate short documents (Romanian-English-Romanian).
- Perform other duties as required.

QUALIFICATIONS AND EXPERIENCE

a. Education (Level and area of required and/or preferred education)

- Completion of secondary education with post-secondary training in Business Administration, Journalism, Social Science, Communication or related field.

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

- Minimum 3 years of previous work experience relevant to the function.
- Communication and computer skills.
- Excellent drafting skills, as well as translation and interpreting skills.
- Graphic and web design, visual processing is an asset.
- Fluency in English and working knowledge of Romanian.

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

- Technological awareness
- Political awareness
- Innovation and creativity

ELIGIBILITY

Candidates must be legally present in Romania at the time of recruitment and hire. Only applicants with fluent English and Romanian will be shortlisted.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#), motivation letter and CV by e-mail with “**LAST name – VN/ROMBU/2019/006 – Public Information/ Communications Assistant**” in the subject line to: rombupst@unhcr.org by **8 December 2019**.

Shortlisted candidates may be required to sit for a test. Only short-listed candidates will be notified. 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.