

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Senior Communications Associate is normally supervised by a Communication Officer or other position as decided by the senior management in the area of responsibility (AoR). The supervisor provides the incumbent with regular guidance, who works quite independently on regular assignments with an oversight from the supervisor. S/he keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Headquarters; with media, local suppliers, NGO, implementing partners, embassies and UN agencies. The incumbent normally supervises some support staff.

The Senior Communications Associate, depending on the organizational structure and location, may also be required to provide support in executing a range of communications activities in the fields of news and media relations, multimedia content production, social media engagement, video production, Goodwill Ambassadors and other influencers, public outreach and campaigns, fundraising, analytics and brand. The incumbent may also be required to help strengthen coordination and editorial planning in the AoR, support advocacy, awareness-raising and digital fundraising efforts as well as strengthening analytics to inform the social media strategies and work plans.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

- Support the implementation of communications strategies for countries, situations and special projects within the AoR; help identify thematic priorities and target audiences to meet UNHCR's global, regional and country-level communications objectives of leading the narrative, generating empathy and mobilizing action for forcibly displaced and stateless people.
- Monitor news and popular trends to insert UNHCR's messaging into ongoing conversations; identify key moments for proactive communications.
- Help forge strategic partnerships with individuals and organizations who can help produce and promote UNHCR content, activities and messaging as well as provide research insights to improve communications; promote the work of engaged businesses and civil society actors.

- Support the development of news-driven and authoritative content to lead the narrative on forced displacement and show UNHCR's impact (e.g. interviews, press releases, flagship reports, speeches), create emotive storytelling to generate empathy (e.g. stories, multimedia content) and mobilize action by signposting concrete steps people can take to help refugees (e.g. digital diplomacy, action-driven campaigns, fundraising).
- Help ensure that content created reaches maximum impact by supporting the development of strategies for distribution from the outset, boosting the visibility of our content on relevant UNHCR channels and placing it on external channels.
- Monitor the implementation of communications projects and adjust accordingly.
- Assist in research, preparation, editing and production of professional media and communications materials for target audiences and ensure their timely dissemination via UNHCR's communications channels, ensuring highest quality standards.
- Continually maintain and upgrade communications skills, keeping abreast of emerging platforms and tools, and systematically reviewing media impact results and other measurement tools for learning purposes.
- May be required to support the implementation of campaigns, events and other initiatives in support of UNHCR's strategic objectives, including its need for a leading share of voice on refugee and related matters.
- May be required to undertake missions and field trips with media and other official visitors in support of UNHCR and its work.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G7 - 4 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not specified.

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

Journalism, Social Sciences, Humanities or related fields

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Excellent computer skills and knowledge of MS Office applications. Excellent drafting skills.

Desirable

Experience implementing communications strategies. Professional writing and editing skills. Experience working on advocacy campaigns.

Functional Skills

CO-Drafting and editing content for International Organizations
 CO-International Media Contacts
 CO-Journalism (incl. print, broadcast, photography, video, layout & graphics)
 CO-Video production for digital platforms (including news organizations)
 CO-Editing

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.**

For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.**

For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Empowering and building trust

Manage Performance

Cross-Functional Competencies

Analytical Thinking

Innovation and Creativity

Political Awareness

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.