



UNHCR

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

GREAT/HRC/2016/411

VACANCY NOTICE for TEMPORARY APPOINTMENT

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

UNHCR Greece invites applications from qualified candidates for the following temporary position:

Position title	Assistant Communication / PI Officer
Position Number	10004453
Category and Level	National Officer category, NO-A
Duty Station	Athens, Greece
Remuneration	Attractive salary and entitlements as per UN Staff Rules & Regulation
Duration	Initially till 31 December 2016 with possibility of extension
Effective date	As soon as possible
Closing Date	16 June 2016

ORGANIZATIONAL CONTEXT

UNHCR is mandated to provide international protection and mixed solutions to refugees and asylum seekers in collaboration with host governments and other humanitarian stakeholders. On 30 June 2015, in the face of an exponential turn in the refugee and migrant crisis impacting Europe since the beginning of the year, a Level 2 (L2) Emergency was declared for internal UNHCR purposes for Greece, the FYR of Macedonia and Serbia. Since then the UNHCR Office in Greece has been mobilizing efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its strategy within the framework of the Refugee Coordination Model with the government, civil society (IPs and OPs) and other relevant international and national stakeholders. Additionally, UNHCR Greece has become a stand-alone operation since 01 January 2016.

FUNCTIONAL STATEMENT

Accountability (*key results that will be achieved*)

- UNHCR's media relations and advocacy work in geographic and thematic area are supported.
- UNHCR's standing with its counterparts is maintained.

Responsibilities (*process and functions undertaken to achieve results*)

- Assist in establishment of close working relationships with television, radio and news agencies to promote and ensure the dissemination of UNHCR aims, activities and principles.
- Assist in development of working relationships with the Government, NGOs and UN Agencies in order to raise interest and develop co-operation in inter-related activities.
- Organize UNHCR's public awareness campaign in the duty station.
- Draft bulletins and updates on UNHCR's operations in the duty station.
- Brief national and international media of developments in UNHCR's operations in the duty stations and accompany visiting media to the refugee camps where applicable.
- Assist in planning and organizing advertisements, exhibitions, training seminars, conferences, meetings, social events and other activities to promote a better understanding of UNHCR's activities and accomplishments by the general public and/or organized groups.
- Assist in preparation of communication budget.
- Perform other duties as required.



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Authority (*decisions made in executing responsibilities and to achieve results*)

- Organize the distribution of UNHCR publications and the provision of materials to various institutions and individuals to respond to the interest of the public on issues related to refugees and other persons of concern.
- Produce reports for donor agencies as required.

Required Competencies

Code Managerial Competencies

1. M001 Empowering and Building Trust
2. M002 Managing Performance
3. M003 Judgement and Decision Making
4. M004 Strategic Planning and Vision
5. M005 Leadership
6. M006 Managing Resources

Code Cross-Functional Competencies

1. X001 Analytical Thinking
2. X002 Innovation and Creativity
3. X003 Technological Awareness
4. X004 Negotiation and Conflict Resolution
5. X005 Planning and Organizing
6. X006 Policy Development and Research
7. X007 Political Awareness
8. X008 Stakeholder Management
9. X009 Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- University degree in International Relations, Communications, Political Science, Journalism or related field.
- Minimum 2 years of previous job experience relevant to the function.
- Computer and IT skills (MS Office, website preparation etc).
- Excellent knowledge of English and Greek.
- Highly developed drafting ability in English and preferably in Greek as well.

DESIRABLE QUALIFICATIONS & COMPETENCIES

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

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) which can be downloaded from www.unhcr.org/recruit/p11new.doc, motivation letter and CV by e-mail with “**LAST name – Assistant Communication / PI Officer**” in the subject line to: greatvac@unhcr.org **by 16 June 2016.**

Shortlisted candidates will be required to sit for a test and an interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).