



UNHCR

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

VACANCY NOTICE
Communication/PI Associate 2017/HRT/063
INTERNAL/EXTERNAL

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

Position title	Communication / PI Associate
Contract type	Temporary appointment
Category and Grade	General Service, G-6
Duty station	Athens
Duration	6 months
Starting date	Immediately upon recruitment
Closing date	15 February 2017

OPERATIONAL CONTEXT

Since the beginning of 2016 more than 170,000 refugees and migrants arrived in Greece. With the European Union (EU) - Turkey Statement and the subsequent closure of the Balkan route, a population of around 50,000 refugees are now present in Greece. The strained reception capacity and hosting conditions in Greece are challenged with the arrivals particularly on the islands who now have limited options to continue their onward journey. They are in need of humanitarian assistance, protection and legal support. UNHCR Office in Greece continues to mobilize efforts to assist the Government in identifying their needs and vulnerabilities. UNHCR coordinates and promotes the implementation of its mandate with the government, civil society and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves marooned in Greece. In addition, UNHCR raises awareness of the plight of being in flight through proactive and reactive media relations, several web platforms and it supports initiatives to increase the understanding among local communities who have been supporting refugees and migrants which often was a challenge given the outfall of the country's economic crisis and the lack of capacities particularly on the islands.

FUNCTIONAL STATEMENT

The role of the Communication / Public Information Associate within the team is to provide support to the Communication/PI Officer. The incumbent will have a pivotal role in drafting of the growing number of requested reports, updates, briefing documents, increased translating tasks supporting the maintenance of the UNHCR national web site as well as interpreting for the management in the course of frequent official meetings with the national authorities and public/media appearances.

Accountability

- The office is kept informed of local developments of interest to UNHCR.
- Evolving issues concerning displaced persons and refugees are monitored to be able to suggest stories and topics for the media coverage.

Responsibility

- Assist in preparations of interviews to the local media and background briefings to the international media.
- Draft briefing notes, talking points, minutes and other papers for the high level meetings and visits.
- Provide daily inputs for the national web site on relevant local developments and ensure that briefing materials from other offices are available.
- Accompany visits of foreign delegation and the media to refugee sites in the region, giving appropriate briefings, interpreting support and commentaries.
- Draft reports, briefings, updates, etc.



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- Assist in preparation of communication budget.
- Perform other duties as required.

Authority

- Establish contacts with local organisations to promote general interest and understanding of refugee issues.
- Have access to UNHCR Communication /PI systems.

REQUIRED COMPETENCIES

- Innovation and Creativity
- Technological Awareness
- Political Awareness

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Completion of the Secondary Education with post-secondary training in Social Science, Journalism, Humanities or related field.
- Minimum 6 years of previous relevant job experience.
- Excellent computer skills and knowledge of MS Office applications.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English and working knowledge of another relevant UN language and local language

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of UNHCR Learning Programmes or specific training relevant to functions of position.
- Knowledge of another 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) and motivation letter by e-mail with the vacancy title **Communication/PI Associate 2017/HRT/063** in the subject line to: greatvac@unhcr.org no later than 15 February 2017. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Communication/PI Associate 2017/HRT/063 in the subject line will not be considered.**

No acknowledgement of the receipt of the application will be provided.

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral 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).

Deadline for submission of application: 15 February 2017.