



**UNHCR**

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

## UNHCR VACANCY ANNOUNCEMENT

### External advertisement

Ref. SPA/2019/11

Date of advertisement: 12/07/2019

Application deadline: 22/07/2019

This is a UNHCR standard Job Description and applicable operational context.

#### IDENTIFICATION OF POSITION

Position No: **10030719**

Position Title: **Senior Communication/Public Information Assistant**

Position Grade: **General Services Level 5**

Position Location: **Madrid (Spain)**

Duration: **Initial appointment 1 year**

#### POSITION REQUIREMENTS

##### 2.1 ORGANIZATIONAL CONTEXT AND NATURE OF THE POSITION

At the end of 2018, Spain recorded the highest number of asylum-seekers in its history with more than 55,500 asylum applications after 4 years of continuous increase. Likewise, Spain has been registering record numbers of sea arrivals, becoming last year the first Mediterranean route. In this context, UNHCR's protection activities have been enhanced including the presence of UNHCR's teams in different entry points in the Southern borders, as well as in Melilla.

Under this background, communication activities have been strengthened to support protection objectives. This post will deal with digital communication strategies, managing website and social media in close coordination with offices in Latin America and Headquarters. The incumbent of the post will also work with the digital focal points of the National Association, Spain for UNHCR, an NGO created in 1993, whose main role is to raise funds for UNHCR's operations worldwide and sensitize on the refugee cause. Both entities have differentiated roles and mandates as well as separated digital identities, which are however linked in some areas.

Under the direct supervision of the Assistant Communication/Public Information Officer, the incumbent will manage and monitor the social media accounts, draft content targeted to different audiences, identify compelling stories and enhance the dialogue with the community. These work will contribute indirectly to increase the protection space in Spain and raise knowledge and solidarity towards asylum-seekers and refugees. The incumbent will produce content and translate from English into Spanish content for social media. The person concerned will provide support as well to the External Relations and Protection teams in a proactive manner through the digital platforms.

Bearing in mind the increasing importance of social media as a communication vehicle as well as the current size of the Madrid office and its field presence in the South, the incumbent will be required to be flexible when the office will be working with multiple projects simultaneously and to work effectively under pressure of deadlines.

## 2.2 FUNCTIONAL STATEMENT.

### Accountability

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

### Responsibility

- 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.

**2.3 REQUIRED COMPETENCIES**, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources
<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input type="checkbox"/> X001	Analytical Thinking
2. <input checked="" type="checkbox"/> X002	Innovation and Creativity
3. <input checked="" type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input checked="" type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability



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## **2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- Completion of the Secondary Education with post-secondary training in Journalism, International Relations, Political Science or related field.
- Minimum 5 years of previous relevant job experience, including experience with digital analytics and performance reporting, with digital engagement and supporter growth tactics and with social media campaigns/community management.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English and Spanish.

## **2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.**

- Completion of educational programmes/certificates on Communications, Online/web-based marketing and/or Video/Film Production.
- Adobe Creative Suite.
- Knowledge of another UN language is an asset, in particular French and Arabic.
- Completion of UNHCR learning programmes or specific training relevant to functions of position.

### **How to apply - PLEASE READ CAREFULLY:**

Please note that this is a local position for which having a valid working permit in Spain is required.

To apply, please download the Personal History Form (PHF) and Supplementary Sheet at <http://spain.unhcr.io/land.php> Then signup/login and complete the online application form before the **deadline 22/07/2019 23:59 CET**.

No late applications will be considered.

Only applications from candidates who are short-listed will be acknowledged.

Short-listed candidates will be required to sit a written test and to hold an interview.