

Job Description Form

Classification Date: May 2020

 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 External Relations Associate is normally supervised by the External Relations Officer or another professional staff depending on the staffing structure of the Office. The incumbent receives regular guidance and advice from the supervisor. Advice and operational support may also be received from other senior staff and support units at the Country Office/HQ.

External contacts are generally with a broad range of officials from national and international institutions, media or general public involving the exchange of a wide range of information.

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

- Provide background briefings to local and international media.
- Keep track of evolving issues concerning persons of concern to be able to suggest stories and topics for the media to cover.
- Provide daily briefings on local developments to the Head of Office and ensure that briefing materials from other offices are available.
- Accompany visits of foreign delegations and the media to refugee sites in the region, giving appropriate briefings, commentaries and prepare briefing material for visitors.
- Establish contacts with local organisations to promote general interest and understanding of refugee issues
- Ensure that the office is kept informed of local developments which may have a political or operational impact on the office's activities.
- May be required to compile information and SitReps received from the Field Offices and/or sections within the Office and consolidate into weekly/monthly/quarterly report.
- Advise the Head of Office of local aspects of external relations policies.
- Liaise with external partners and local organizations on behalf of UNHCR.
- Produce reports and briefings for internal and external partners.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

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

Certificates and/or Licenses

*Political Sciences
Journalism*

*Social Sciences
Communication*

International Relations

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

Relevant Job Experience

Essential

Not specified.

Desirable

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills

IT-Computer Literacy

IT-Web Content Management

MS-Drafting, Documentation, Data Presentation

MS-Translation

ER-Communications/media/digital/social media communicat. monitoring/analysis/presentation

MS-Interpretation

(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

Not specified.

Cross-Functional Competencies

Analytical Thinking

Innovation and Creativity

Political Awareness

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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.