

Operational Context

Position number: 21005741

Area of expertise: External Relations

Nature of the Position:

The Government of the Republic of Korea (RoK) is a strategic partner to UNHCR with its first ever financial contribution to UNHCR made in 1979. As a former aid recipient country and now a significant ODA provider, the Korean Government has made a remarkable progress in streamlining the development cooperation and by successfully expanding the volume of humanitarian assistance over the past few years. The Republic of Korea joined the UNHCR's USD 20 Million Club in 2016 and has maintained its membership ever since.

UNHCR Korea's External Relations Unit is comprised of two national staff (NOB/External Relations Officer, G-5 Senior External Relations Assistant). The External Relations Associate will work under the direct supervision of the Associate External Relations Officer, to carry out the specific functions detailed below:

- Liaise closely with external partners and key stakeholders on behalf of UNHCR to further promote UNHCR's core mandate and advocacy activities
- Produce reports, operational updates, and briefing notes in compliance UNHCR's communication guideline
- Coordinate the management of NGO relations in line with strategic directions as well as in compliance with donor's requirements
- Contribute to the preparations of relevant events and forums, and other platforms and liaise with the authorities and NGOs partners, as appropriate.

Additional Languages:

<i>Language</i>	<i>Mandatory / Desirable</i>
KOREAN;	Mandatory

Additional Relevant Skills:

Item ID	Description	Mandatory or Desirable
SK000033 CO	Cross-cultural communication	Desirable
SK000040 CO	Drafting and Documentation	Desirable
SK000598 CO	Inclusive multi-stakeholder, multi-year planning	Desirable
SK001368 ER	Stakeholder engagement	Desirable
SK000976 SO	Interpersonal skills	Desirable

Additional Relevant Certificates:

Code	Description	Mandatory or Desirable
C0000178	Public Relations	Desirable
C0000112	Translation	Desirable