

Vacancy Announcement: Individual Contractor

Title: Public Information Assistant
Duty Station: Mexico City
Duration of Assignment: April – December 31, 2017
Deadline: March 23, 2017.

The increasing number of Central American asylum seekers and refugees in Mexico and the challenges for their local integration are more and more having an impact on the public perception of this phenomenon. Additional efforts should be made to improve the public attitudes towards UNHCR's persons of concern, as xenophobia and other forms of discrimination surface. More awareness raising and public information activities and events are needed in order to have a substantial impact.

UNHCR presence in the Mexican territory has significantly increased. Currently the PI unit for Mexico consists of only one national staff member. Although the unit has had the important support of interns, their learning process and constant rotation has an impact on the carrying out of activities and the continuity of plans.

Having a Contractor to assist the PI Unit in Mexico will strengthen it and will contribute to a better achievements of the office's objectives.

Purpose and scope of assignment

- Collect articles and stories in national, regional, international media on refugee related issues and to the work of the office. Compile and distribute a daily news clipping service.
- 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 and other suppliers concerning brochures, publications published, and videos produced by the office.
- Provide assistance with regard to PI events such as awareness raising campaigns, exhibitions, and public information events.
- Follow-up on administrative and logistical arrangements to organise press briefings and other events, such as workshop and conferences.

- Compile and maintain the mailing list for press releases, information bulletins; maintain information databases; and ensure timely despatch of information to media and other interested parties.
- Distribute press statements and similar information to media, and to other offices locally.
- Draft routine correspondence, documents, and inputs for the office's communication outlets and website.
- Respond to routine enquiries from a variety of sources such as the media, the public, NGOs and government officials etc.
- Classify and maintain adequate stock of PI materials and maintain PI files up-to-date.
- Translation of press releases, press briefing, and other PI documents and materials.
- Perform other duties as required.

Monitoring and progress controls

- Daily news monitoring service/news clipping compilations.
- Contribution to weekly reports.
- Databases periodically updated.

Qualification and experience:

- Completion of the Secondary Education with post-secondary training in Journalism, International Relations, Social Science or related field.
- Minimum 2 years of previous relevant job experience.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English.

How to apply: Send your application to mexmevac@unhcr.org with the subject: ***YOUR FIRST NAME / PI Assistant / Individual Contractor*** together with signed UN Personal History form, P.11 (available at <http://www.unhcr.org/recruit/p11new.doc>), motivation letter one page and CV.

Deadline to receive applications: MARCH 23, 2017

UNHCR is not in a position to provide any support related to work permits in Mexico. Applications from expatriate candidates are welcome, but the applicant must be in possession of a permanent residence card or a valid permit to work in Mexico.