

UNHCR SPAIN VACANCY ANNOUNCEMENT

Ref. num. SPA/2018/08

Date of advertisement: 27/07/2018

Application deadline: 05/08/2018

This is a UNOPS Local Individual Contractor Agreement (LICA) position.

Title: **Senior Liaison/External Relations Assistant**
Type of contract: **UNOPS Local Individual Contractor Agreement – Level 5**
Location: **Madrid (Spain)**
Duration: **September-December 2018**

General background

The operational environment in Spain has considerably changed in recent years. This requires to reinforce, expand and put external relations and UNHCR's communications at a more strategic level to respond to current opportunities and challenges. For this reason, the incumbent will support the Assistant External Relations Officer, who -together with the Representative- will provide regular guidance and advice to the incumbent.

Particular attention will be given by the incumbent to the relationship and growing cooperation between UNHCR and the National Association (NA) España con ACNUR (EcA)/Comité Español de ACNUR, the first private donor to UNHCR and the most successful NA working for the UN Agency. An articulated internal and external communication strategy with EcA is essential for increasing UNHCR visibility and reputational recognition as well as for empowering the fundraising and awareness raising programs at all levels.

Purpose and scope of assignment

Under the overall supervision of the Assistant External Relations Officer (AERO), whose work is guided by the Representative, the contractor will be mainly responsible for supporting UNHCR strategies in the External Relations area, with particular focus on the liaison with the National Association "España con ACNUR", supporting and developing synergies between the two organizations.

In particular, the individual contractor will be in charge of the following tasks:

- Supporting the AERO and the Office in developing and maintaining a strategic relationship with key stakeholders by preparing background and informative documents on potential cooperation with partners.
- Supporting UNHCR-ECA joint campaigns and activities in order to increase advocacy outreach within the Spanish society, UNHCR brand equity and fundraising opportunities.
- Supporting the coordination with EcA awareness and educational activities and campaigns.
- Supporting fundraising activities with public donors, including the organization of joint ECA- UNHCR Spain missions at national level as needed.
- Drafting background documents, notes for the file and other relevant documents, as required.
- Assisting in organizing events, including through administrative and logistical activities.

- Assisting the AERO in organizing the distribution of UNHCR publications and materials to various institutions and individuals.
- Under the guidance of the supervisor, and in cooperation with the Communications and Protection Units, responding direct queries from private donors and external counterparts, as required.
- Updating a Q&A catalogue of response elements to students, entities and donors' requests for information, including those derived from EcA.
- Creating and managing a database for external relations counterparts.
- Supporting, as required, projects aiming and developing a positive narrative and establishing strategic alliances, such as the Refugee Food Festival, #Withrefugees Campaign/Coalition or similar activities.
- Translating documents from/to English-Spanish.
- Perform other related duties as required.

Monitoring and progress controls

The principal expected outputs will be the following:

- Increased UNHCR advocacy and fundraising opportunities.
- Sound functioning of all activities jointly undertaken by UNHCR Spain and EcA.
- Continue stocktaking of evolving potential for UNHCR Spain-EcA synergies.
- Q&A catalogue updated and managed and counterparts database developed.
- UNHCR events supported from a conceptual, administrative and logistical point of view.

Qualifications and experience

Education

- Completion of the Secondary Education with post-secondary certificate/training in International Relations, Journalism, Political Science, Communication, Media or related field (required).
- Native Spanish speaker (required).
- Excellent command of English, both oral and written (required).

Work experience

- Minimum of 5 years of previous relevant experience (required).
- Experience of planning and supporting communication, campaigning and fundraising activities as well as reviewing and translating content will be an asset.

Key competencies

- Excellent skills to manage relations with external partners (required).
- Good knowledge of the political agenda in Europe and Spanish stakeholders (required).
- Strong interpersonal and cross cultural skills (required).
- Excellent organization skills and ability to adapt to a variable workload (required).
- Excellent drafting, translating and editorial skills both in Spanish and in English (required).
- Good knowledge and understanding of digital communication technologies (desirable).
- Good knowledge of UNHCR's mandate and international protection/ humanitarian issues (highly desirable).

How to apply - PLEASE READ CAREFULLY:

Please submit your **signed Personal History Form (PHF and PHF supplementary sheet)** in English by e-mail with the vacancy title “Senior Liaison/External Relations Assistant Ref. num. SPA/2018/08” in the subject line to spamavac@unhcr.org **no later than 05/08/2018, 23:59 CET.**

Please be aware that this will be a local contract for which **having a valid working permit in Spain is required.**

Only complete applications submitted by e-mail with a signed PHF form will be considered.

E-mails without vacancy title “Senior Liaison/External Relations Assistant Ref. num. SPA/2018/08” in the subject line will not be considered.

No late applications will be considered.

Shortlisted candidates will be required to sit a written test.

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