



United Nations High Commissioner for Refugees (UNHCR)

Internal / External Vacancy Announcement

Vacancy Notice No. 19/LIM/025

Title of Post	Senior Communication / PI Assistant	Category/Grade	G5
Post Number	10031115	Reporting Date	Immediately
Type of Contract	Fix Term Appointment (Initial contract – 1 year)	Date of Issue	10 June 2019
Location	Lima, Peru	Closing Date	23 June 2019

Organizational Context (role of the position within the team, describing its leadership roles, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercise by the incumbent):

The incumbent will be supervised by the Communication / PI Officer. S/he will have frequent contacts involving the exchange of a wide range of information with colleagues within UNHCR as well as media, international organizations, academic institutions and private individuals.

Accountability (key results that will be achieved)

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

Responsibility (process and functions undertaken to achieve results)

- 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 (decisions made in executing responsibilities and to achieve results)

- Respond to non-complex media queries and incoming correspondence.

- Have access to UNHCR Communication / PI systems.

Candidates may also be tested on **relevant** cross-functional competencies. Examples are listed below:

Cross-Functional Competencies:

- Innovation and Creativity
- Technological Awareness
- Political Awareness

Essential Minimum Qualifications and Experience

- Completion of the Secondary Education with post-secondary training in International Relations, Journalism, Political Science or related field.
- Minimum 5 years of previous relevant job experience.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.
- Good knowledge of English and local language.

Desirable Qualifications & Competencies

- Completion of UNHCR learning programmes or specific training relevant to functions of position.
- Knowledge of another UN language is an asset.

Submission of Applications

This vacancy is open for qualified Peruvians only. Female candidates are encouraged to apply

IMPORTANT

Candidates who wish to be considered for this position should send their application, in Spanish or English language, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11 – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>). All documents must be in PDF format. File name should include the candidate's last name.

Written test may be administered.

All candidates should submit their application via e-mail to admin.peru@unhcr.org.

Please quote the following Reference in the subject line and in your motivation letter: **Senior Communication/PI Assistant_Lima_10031115**

Applications received after the closing date will not be considered.

- Only those candidates that are short-listed for interviews and tests will be contacted.
- Please no phone calls. All queries should be done by e-mail.