



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ACNUR

Alto Comisionado de las Naciones Unidas
para los Refugiados

Multi-Country Office Argentina

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Buenos Aires, 10th August 2020

Ref: 20/AF/244–Vacancy announcement for Individual Contractor, Buenos Aires Argentina

Post Title	PI/Communication Assistant
Post Level	Individual Contractor
Duty Station	Buenos Aires, Argentina
Closing Date	16th August 2020 (inclusive)
Type of contract	Individual Contractor – 31 st August to 31 st December 2020.

General background of Project or Assignment:

In the framework of the tasks carried out by the Public Information Unit, one of the objectives in the framework of internal communications is to keep UNHCR MCRO ARG staff and partner agencies informed about the main news of Argentina, Bolivia, Chile, Paraguay and Uruguay.

Especially regarding the issue of forced displacement and events that have an impact at the national, regional and international levels. Furthermore, it is necessary for UNHCR staff to be aware of the publications made by the most relevant journalistic media in order to be informed about what type of information and discourses are circulating. Likewise, the knowledge of the staff about the news in which UNHCR has been mentioned is relevant.

In this sense and taking note of the impact of the Venezuelan Situation and COVID context and the work that the MCO ARG has begun in order to design and provide adequate responses for its attention in the country, the flow of news has increased.

That is why it was considered pertinent and timely to hire a person under the modality of “Individual Contractor” who can be dedicated to this task daily for a period of 4 hours a day and at the same time represent an opportunity for professional growth.

Duties

- Perform daily monitoring of the most relevant news published by the main media in Argentina, Bolivia, Chile, Paraguay and Uruguay related to the work carried out by UNHCR in the region and globally (including those that contain UNHCR mention and

other agencies of the United Nations System) to be sent from Monday to Friday at 10 am to the Public Information Team for review.

- Track news and specific issues in the context.
- Prepare follow up reports whenever required.
- Perform other duties as required.

Essential minimum qualifications and professional experience required:

- Completion of Secondary Education with on going or completed post-secondary training in Communications, Audio Visual Arts, Journalism, Social Science or related field.
- Excellent drafting skills.
- Experience relevant to the functions report, news clipping.
- Excellent communication and computer skills.
- Language: Advanced English knowledge
- Nationality: Argentinian or Temporary or Permanent Labour VISA with residence in Argentina.

Submission of Applications:

- ✓ Candidates shall submit their application via e-mail to argbuadm@unhcr.org. Kindly indicate: **“IC PI/Communication Assistant”** in the subject line when applying by email including the following documents in PDF format:
 - Letter of Interest
 - Complete Curriculum Vitae
 - Copy of relevant academic certificates
 - Updated United Nations Personal History Form (PHF) duly sign and its supplementary pages (if applicable). Download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc> & <https://www.unhcr.org/recruit/unhcr-phf-sup.docm>
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.