

**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**Oficina Regional para el Sur de América Latina**Cerrito 836, 10° piso Tel.: 54 11 4815-7870
(C1010AAR) Buenos Aires Fax: 54 11 4815-4352
Argentina Email: argbu@unhcr.org

Buenos Aires, 15th July 2019

Ref: 19/AF/194 – Internal / External Vacancy announcement for UNHCR Regional Office for Southern Latin America

| | |
|------------------|--|
| Post Title | Assistant Communication PI Officer |
| Post Level | FTA NOA |
| Duty Station | Buenos Aires, Argentina |
| Closing Date | 24th July 2019 (inclusive) |
| Type of contract | 12 months (1 year) |

General background of Project or Assignment:

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions of people restart their lives.

The UNHCR Regional Office for Southern Latin America located in Buenos Aires, Argentina from where it covers 5 countries: Argentina, Bolivia, Chile, Paraguay, and Uruguay.

Organizational Context:

The incumbent is closely supervised on issues concerning external relations and public information by the (Senior) PI Officer or (Deputy) Representative who gives regular guidance and advice to the incumbent. Advice and operational support may also be received from other senior staff and support units at the country Office.

External contacts are generally with a broad range of officials from national and international institutions, media or general public on matters of importance to the Organization.

Duties and Responsibilities:**Accountability** (*key results that will be achieved*)

- UNHCR's media relations and advocacy work in geographic and thematic area are supported.
- UNHCR's standing with its counterparts is maintained.

Responsibility (*process and functions undertaken to achieve results*)

- Assist in establishment of close working relationships with television, radio and news agencies to promote and ensure the dissemination of UNHCR aims, activities and principles.
- Assist in development of working relationships with the Government, NGOs and UN Agencies in order to raise interest and develop co-operation in inter-related activities.
- Organize UNHCR's public awareness campaign in the duty station.
- Draft bulletins and updates on UNHCR's operations in the duty station.

- Brief national and international media of developments in UNHCR's operations in the duty stations and accompany visiting media to the refugee camps where applicable.
- Assist in planning and organizing advertisements, exhibitions, training seminars, conferences, meetings, social events and other activities to promote a better understanding of UNHCR's activities and accomplishments by the general public and/or organized groups.
- Assist in preparation of communication budget.
- Perform other duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Organize the distribution of UNHCR publications and the provision of materials to various institutions and individuals to respond to the interest of the public on issues related to refugees and other persons of concern.
- Produce reports for donor agencies as required.

Essential Qualifications and Professional experienced required:

- Undergraduate degree (equivalent of a BA/BS) in International Relations, Communications, Political Science, Journalism or related field plus minimum 1 year of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.
Highly developed drafting ability.
- Knowledge of English and UN working language of the duty station if not English.
- Argentine Nationality.

**** For National Officer positions, very good knowledge of local language and local institutions is essential.*

Desirable:

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Knowledge of additional UN languages.

Submission of Applications:

Candidates shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form (P.11 form – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>), all documents must be in PDF format.

All candidates should submit their application via e-mail to argbuadm@unhcr.org. Kindly indicate: “**Assistant Communication PI Officer**” in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.