

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT**

**Vacancy Notice No. BRABR/2019/068**

<b>Title of Post</b>	<b>Asst Communications Officer</b>	<b>Category/grade</b>	<b>National Officer, NO-A</b>
<b>Post Number</b>	<b>10031744</b>	<b>Type of Contract</b>	<b>Fixed Term (FTA)</b>
<b>Location</b>	<b>Sao Paulo, Brazil</b>	<b>Date of Issue</b>	<b>19 August 2019</b>
<b>Effective date of assignment</b>	<b>15 October 2019</b>	<b>Closing Date</b>	<b>16 September 2019</b>

**Operational Context:**

The Assistant Communications Officer will work closely with the Global and Regional Private Sector Partnerships (PSP) Units, Public Information (PI) Unit and with the team at the Representation. This position is key for the development of private sector fundraising for UNHCR in Brazil.

Reporting to Associate PSP Officer in Sao Paulo and in close coordination with the Associate Public Information (PI) Officer in Brasilia, the Assistant Communications Officer will lead activities related to brand awareness, increasing public engagement, shaping and sharing the UNHCR voice in the community and engaging key stakeholders, donors and supporters.

With a focus on creating positive affinity and strong experience for anyone who interacts with UNHCR and presenting a compelling and inspiring voice for the organization, this position will support the creation, enhancement and monitoring of various communications channels, leading to increased resources for programming, building a positive brand reputation and inspiring people to engage with UNHCR. Working with the PSP team and the Branch Office (BO), this individual will play a key role within the organization for excellence in philanthropy and communications.

**Functional Statement:**

**Accountability (key results that will be achieved)**

- Increasing brand recognition indexes in Brazil (aided and unaided).
- Increasing engagement with new and existing supporters of UNHCR Brazil.

**Responsibility**

- Work with relevant colleagues to develop a communications strategy.
- Create and shape a positive, meaningful and creative external voice and image of UNHCR through various communication channels.
- Set targets for various communications channels, and then monitor, track and report regularly on progress.
- Plan and implement annual communications calendar.
- Identify key audiences and create and distribute relevant content to them.

- Coordinate between all staff to ensure UNHCR voice and brand message is consistent, visible and communicated regularly.
- Manage marketing and media relations, including identification and communication of media opportunities, issuing media releases and staying connected with key media contacts. This role will focus more on media activities not related to the government.
- Identify opportunities for UNHCR to be a voice on key issues and create exposure including community forums and roundtables and speaking opportunities.
- Develop community partnerships which will support UNHCR's overall success and align with the Strategic Plan.
- Attend key program events to build relationships with volunteers and participants and to stay connected to program impact.
- Supporting local and global campaigns in collaboration with the PSP teams by developing and deploying public engagement opportunities.
- Capture and develop content from programs which will support storytelling, communications and engagement of key partners and volunteers.

### **Authority**

- Develop the annual Marketing and Communications plan for UNHCR Brazil.
- Promote and develop innovation into projects.

### **Required Competencies:**

#### **Managerial Competencies**

- Empowering and Building Trust
- Judgement and Decision Making

#### **Cross-Functional Competencies**

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

### **Essential Minimum Qualifications and Experience:**

- Undergraduate degree (equivalent of a BA/BS) in Communications, Marketing, Media or Public relations or in a relevant 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.
- Proven communication and presentation skills.
- Current market knowledge of media in Brazil.
- Very good knowledge of local language and local institutions.
- Fluency in Portuguese and English.

### **Desirable Qualifications & Competencies:**

- Understanding of communication principles, content management, digital communication and stakeholder relations and the needs and issues of our target population and the communities UNHCR serves.

- Strong interpersonal, motivational, presentation, networking and communication skills (oral and written) while demonstrating knowledge, understanding appreciation of diversity and social inclusion.
- Website management skills and understanding of web architecture (including understanding of graphic design software).
- Advanced ability to plan, implement and evaluate programs and activities within deadline/resource parameters.
- Strong organizational skills and ability to adapt to change.
- High attention to detail.
- Experience in working in a non-profit environment.

### Eligibility:

Candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.<sup>1</sup>

### Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation and signed Personal History Form to **BRABRHR@UNHCR.ORG** by **16 September 2019**, with the subject line **“BRABR/2019/068 Assistant Communications Officer, PSP”**. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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<sup>1</sup> Completed and relevant university education can count as maximum 50% of the required years of work experience.