

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES, UNHCR
VACANCY NOTICE

Position Title: Senior Communication/PI Assistant
Position N°: 10031134
Vacancy N°: 028-19
Category & Level: General Service, G-5
Contract Type: Fixed Term Appointment
Location: Bogotá, Colombia
Effective Date: As soon as possible
Closing Date: **11 March 2020**

ORGANIZATIONAL CONTEXT

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.

To find out more information about UNHCR, please visit our [website](#).

FUNCTIONAL STATEMENT

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.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE

- Completion of the Secondary Education with post-secondary training in International Relations, Journalism, Political Science or related field.
- Minimum 1 year of previous work experience relevant to the function with Bachelors, equivalent or Higher.
Minimum 2 years of previous work experience relevant to the function with a High School Diploma.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

REQUIRED COMPETENCIES

- Innovation and Creativity
- Technological Awareness
- Political Awareness

DESIRABLE QUALIFICATIONS AND 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

If you wish to be considered for this vacancy, please submit your [Personal History Form \(PHF\)](#) and its [supplementary pages](#) (if applicable) by e-mail with “**Re-Publicación VN- 028-19 LAST NAME, Name – Senior Communications/PI Assistant – G5 Bogotá**” in the subject line to colbovac@unhcr.org by **11 March 2020**.

Please use attached Personal History Form to apply. **Applications received in other forms will not be considered.** Contact information of previous employers must be included in the attached PHF form. If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates will be required to sit for a competency-based interview; a test may be administered. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>