

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY NOTICE
INTERNAL AND EXTERNAL

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| Position Title: | External Relations Associate |
| Vacancy N°: | 29472 |
| Category & Level: | General Service, G-6 |
| Contract Type: | Temporary Appointment |
| Location: | Bogotá, Colombia |
| Effective date: | At the soonest |
| Closing Date: | 19 Sept 2021 |

Organizational Setting and Work Relationships

With over 1.7 million Venezuelan refugees and migrants and more than 800,000 Colombian returnees from Venezuela, Colombia is the country most heavily affected by the Venezuelan displacement in the region. The over 946,624 Venezuelans who have not been able to regularize their status in Colombia, have limited access to basic services and lack opportunities for income generation. The worldwide COVID-19 health emergency has further impacted the protection risks of Venezuelan refugees and migrants, displaced and confined populations, Colombian returnees and other persons of concern. More than 116,000 Venezuelans have returned to Venezuela through humanitarian corridors since the borders closed in mid-March last year, most of them due to loss of income, evictions, food insecurity and other protection risks related to the inability to respect quarantine conditions. However, re-entries into Colombia have been on the rise starting September 2020 through informal crossing points.

The External Relations Associate is normally supervised by the External Relations Officer or another professional staff depending on the staffing structure of the Office. The incumbent receives regular guidance and advice from the supervisor. Advice and operational support may also be received from other senior staff and support units at the Country Office/HQ.

External contacts are generally with a broad range of officials from national and international institutions, media or general public involving the exchange of a wide range of information.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

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

Duties

- Support the work with potential and current public and private sector partners and UNHCR donors (including responding to queries, ensuring that profiles of potential donor are properly recorded, maintaining interest of potential donors, supporting in elaborating products for the private sector), in close collaboration with the Livelihoods and Economic Inclusion Unit, especially for potential partners in the labour insertion strategy;
- Draft project proposals as well as interim and final reports for both public and private UNHCR Colombia donors;
- Support in the detailed organization and participate in UNHCR donor missions and briefings;
- Draft and/or support in the drafting of UNHCR external and internal communication materials, including Factsheets, project factsheets, weekly reports, situation reports, briefing notes, background material, talking points, press releases and other communication materials (both in English and in Spanish) in close collaboration Public Information and Information Management colleagues;
- Work closely with the Public Information Unit to assist in providing visibility for donors' contributions to UNHCR;
- Work closely with Information Management, Public Information and the Inter-Agency Group on Mixed Migration Flows to ensure accurate and attractive data presentation, including maps in external and internal communication materials;
- Support in consolidating and maintaining Excel databases that include the different budgets of UNHCR donors, donor visit calendar, reporting calendar, etc.;
- Consolidate information on UNHCR's country operations and identify appropriate messages for campaigns and appeals;
- Stay abreast of the challenges posed by the political context, the UN and humanitarian reform, and institutional developments in the area of forced displacement and humanitarian operations;
- Liaise with external partners and local organizations on behalf of UNHCR;
- Any other duties as assigned by supervisor.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

Minimum 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher.

Certificates and/or Licenses

- Political Sciences
- Social Sciences
- International Relations
- Journalism
- Communication

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Desirable

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills

- *IT-Computer Literacy*
- *IT-Web Content Management*
- *MS-Drafting, Documentation, Data Presentation*
- *MS-Translation*
- *ER-Communications/media/digital/social media communicat. monitoring/analysis/presentation*
- *MS-Interpretation*

Functional Skills marked with an asterisk* are essential)

Language Requirements

Excellent level of Spanish.

Excellent level of English (particularly written).

Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies:

- Analytical Thinking
- Innovation and Creativity
- Political Awareness

Submission of applications

If you wish to be considered for this vacancy, please submit your application in the link (please see at the end "Apply") by 19 September 2021.

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. Only candidates of Colombian nationality will be considered for this vacancy.

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>