

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BEL/004/2019**

Title of Post	Senior Public Information Assistant	Category/grade	LICA 5
Post Number	UNOPS	Type of contract	Contractor
Location	Belmopan, Belize	Date of Issue	26 October 2020
Effective date of assignment	23rd November 2020	Closing Date	11 November 2020

Operational Context:

The incumbent will be supervised by the Head of National Office. 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.

The role of the Snr Public Information Assistant within the UNHCR Belize team is a pivotal role in contributing broadly to the protection and durable solutions strategy of the office. In this regard, the Snr Public Information Assistant works very closely with the protection and durable solutions units in a multi-sectoral set up and with the view to provide Public Information coverage on protection and integration related activities.

Specifically, the incumbent will lead the development of a broader Communications strategy, including undertaking regular surveys that inform the office's communication with various communities and organizing adequate and innovative public awareness campaign for Belize context. The incumbent is expected to deal with media coverage and deal with media requests, including drafting PR statements and other public comments in very tight deadlines.

The incumbent is expected to also handle growing number of requested reports, updates, briefing documents. He/she will have to be able to develop and maintain solid working relations with journalists and with relevant institutional partners.

Functional Statement:

Accountability

- Media and local situation regarding UNHCR's work is regularly monitored.

Responsibility

- 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.
- Plan and implement public information events and activities pertaining World Refugee Day and other similar events.
- Perform other duties as required.

Authority

- Respond to non-complex media queries and incoming correspondence.
- Have access to UNHCR Communication / PI systems.

Essential Minimum Qualifications and Experience:

- Education: Completion of Secondary Education with post-secondary training in International Relations, Journalism, Political Science or related field.
- Minimum 5 years of previous relevant job experience. Experience in drafting, editing and writing reports in English work experience is required.
- Communication and computer skills
- Experience on social media management is an asset
- Fluency in English and working knowledge of another relevant UN language or local language

Desirable Qualifications & Competencies:

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Knowledge of another UN language is an asset.

Required Competencies:

Managerial Competencies

- Managing Resources

Cross-Functional Competencies

- Innovation and Creativity
- Technological Awareness
- Political Awareness

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>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, signed PHF by e-mail clearly stating the position title, and your Last Name in the subject line to: bzebe@unhcr.org** by the closing date.

The Personal History Form (PHF) can be found by following the link:
https://www.unhcr.org/recruit/UNHCR_Personal_History_Form.docm

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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