



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Vacancy Notice

Title: Communication/PI Assistant
Starting date: July 2016
Work location: UNHCR Canada, Ottawa

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Canada is seeking a full-time Communication/PI Assistant for a 1-year contract for its Ottawa Office. This is a support position reporting to the Communication/PI Associate within the PI Unit. The incumbent supports the PI Unit in media relations and advocacy work in relation to all thematic areas of concern to the UNHCR Canada operation.

Minimum Academic Qualification:

- Completion of the Secondary Education with post-secondary training in Business Administration, Journalism, Social Science or related field.

Language Requirements:

Fluent spoken and written French and English. Knowledge of Spanish is an important asset.

Skills and Experience:

- Minimum 3 years of previous relevant job experience.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.

Major Duties and Responsibilities:

- 1) Assist the PI Associate with the daily compilation and distribution of press clippings;
- 2) Assist the PI Associate with the dissemination of Public Information materials to the media, the public and other interested parties;
- 3) Provide support with respect to the implementation in Canada of UNHCR global campaigns such as World Refugee Day and local outreach activities including the "Refugees and Human Rights Poetry Contest";
- 4) Assist the PI Associate with the daily monitoring of discussions and deliberations in the House of Commons and the Senate with respect to issues of interest to UNHCR;
- 5) Provide support with the identification of and the drafting of successful resettlement/integration stories to be pitched to the web editor in Geneva.
- 6) Assist the PI Associate with the media component on the occasions of visits from HQs;
- 7) Assist in the Office's reception routine, such as handling in-coming calls at the switchboard and reception tasks as required;
- 8) Log incoming mail and other administrative tasks as required;
- 9) Any other tasks as instructed by the Representative or the PI Associate.

Salary will be according to established UN Salary Scales for Canada.

Receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview. Interested candidates should fill out a UN Personnel History (P11) Form (available at <http://www.unhcr.org/recruit/p11new.doc>) and send it along with a letter of interest by email, fax or email at: UNHCR CANADA, Vacancy Notice, 280 Albert Street, Suite 401, Ottawa, Ontario K1P 5G8. Fax: 613-230-1855 Email: canot@unhcr.org



All applications must be received with a covering letter by 12 noon, Wednesday June 1, 2016

Please no phone calls.