



UNHCR

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

Vacancy Notice

Title: Assistant Communication/Public Information Officer
Work location: UNHCR Canada, Ottawa

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Canada is seeking a full-time Assistant Communication/PI Officer for a one year (renewable) contract for its Ottawa Office. The incumbent is closely supervised on issues concerning external relations and public information by the Senior Communication/PI Officer and the Representative who give regular guidance and advice to the incumbent. Advice and operational support may also be received from other senior staff and support units at the Country Office.

Minimum Academic Qualification:

- University degree in Political or Social Sciences, International Relations, Journalism, Communication or other related fields.

Language Requirements:

- Excellent knowledge of English and French

Skills and Experience:

- University degree in Political or Social Sciences, International Relations, Journalism, Communication or other related fields.
- Minimum two years of relevant work experience.
- Computer and IT skills (MS Office, website preparation etc.).
- Highly developed drafting ability in both English and French.
- Excellent knowledge of local institution, politics and culture.

Major Duties and Responsibilities:

- Assist Senior Management in understanding the political context in Canada, and global developments in the area of forced displacement and humanitarian operations.
- Assist in planning and organizing the communication, advocacy and resource mobilization strategies that generates support for UNHCR's operations from external partners (e.g. the general public, governments, civil society organisations the media, academia and persons of concern).
- Assist in the dialogue with donors - mainly Global Affairs and Immigration, Refugees and Citizenship Canada and provide accurate information by organizing regular briefings, background notes and talking points for bilateral and public meetings.
- Assist Senior Management in disseminating information on UNHCR's global funding situation and mobilize additional funds to implement programmes aimed at enhancing the quality of protection for persons of concern.
- Assist in the management of information flows within the Operation by identifying priority matters, securing, analysing and disseminating documentation and information to support the Operation and corporate communication, advocacy and resource mobilization processes and priorities.
- Assist in the drafting of thematic and country-specific reports, briefing notes, background material, talking points, fact sheets, press releases and articles and material for social media.
- Assist in planning and organizing advertisements, exhibitions, training seminars, conferences, meetings, social events and other activities to promote a better understanding of UNHCR's activities and accomplishments by the general public and/or organized groups.
- Support the management of media relations by, inter alia, drafting responses to direct queries, draft press releases and organizing regular briefings.
- Organize press briefings and contact with the media as required.
- Perform other related duties as required.

Competitive salary offered in accordance with established UN Salary Scales for Canada (available at http://www.un.org/Depts/OHRM/salaries_allowances/salaries/gs.htm).

Receipt of applications will not be acknowledged and only short-listed candidates will be contacted for interview. Interested candidates must be Canadian citizens and 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, Tuesday, September 12, 2017.

Please no phone calls.