

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No 02/2019**

<b>Title of Post</b>	<b>External Relations Associate</b>	<b>Category/grade</b>	<b>General Service, G6</b>
<b>Post Number</b>	<b>TA</b>	<b>Type of contract</b>	<b>Short-term appointment</b>
<b>Location</b>	<b>Moscow, Russia</b>	<b>Date of Issue</b>	<b>23 January 2019</b>
<b>Effective date of assignment</b>	<b>16 February 2019</b>	<b>Closing Date</b>	<b>31 January 2019</b>

**Operational Context:**

The External Relations Associate functions under the direct supervision of Representative. The incumbent will receive regular guidance and advice from the supervisor. He/she may also receive advice and operational support from the External Relations/Public Information Units at the HQ.

He/she will play a key role to establish external relations with a broad range of officials from national and international institutions, media or general public involving the exchange of a wide range of information.

**Functional Statement:**

**Accountability** (*key results that will be achieved*)

- UNHCR Country Office establishes and manages external relations activities in the country to protect, assist and find durable solutions for all persons of concern

**Responsibility** (*process and functions undertaken to achieve results*)

- Provide background briefings to local and international media.
- Keep track of evolving issues concerning persons of concern to be able to suggest stories and topics for the media to cover.
- Provide daily briefings on local developments to the Head of Office and ensure that briefing materials from other offices are available.
- Accompany visits of foreign delegations and the media to refugee sites in the region, giving appropriate briefings, commentaries and prepare briefing material for visitors.
- Establish contacts with local organisations to promote general interest and understanding of refugee issues
- Ensure that the office is kept informed of local developments which may have a political or operational impact on the office's activities.
- May be required to compile information and SitReps received from the Field Offices and/or sections within the Office and consolidate into weekly/monthly/quarterly report.
- Advise the Head of Office of local aspects of external relations policies.
- Perform other related duties as required.

**Authority** (*decisions made in executing responsibilities and to achieve results*)

- Liaise with external partners and local organizations on behalf of UNHCR.
- Produce reports and briefings for internal and external partners.

**Essential Minimum Qualifications and Experience:**

- Completion of Secondary education with certificate/training in Political or Social Sciences, International Relations, Journalism, Communication or other related fields.
- Minimum 6 years of previous relevant job experience.
- Computer and IT skills (MS Office, website preparation etc.).
- Excellent knowledge of English and Russian languages.

**Desirable Qualifications & Competencies:**

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

**Required Competencies:**

**Cross-Functional Competencies**

- Analytical Thinking
- Innovation and Creativity
- Political Awareness

**Eligibility:**

**Internal candidates:** Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

**External candidates:** External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.<sup>1</sup>

**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>

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<sup>1</sup> Completed and relevant university education can count as maximum 50% of the required years of work experience.

### Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, updated factsheet (for internals), signed Personal History Form (for externals)** by e-mail clearly stating the position title, vacancy notice number and your Last Name in the subject line to: [rusmovac@unhcr.org](mailto:rusmovac@unhcr.org) by the closing date.

The Personal History Form and its supplementary sheet is attached.

**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.

*Refugees – who cares? We Do*