UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No. IRQ/BGD/FTA/2021/013
Female candidates are strongly encouraged to apply

<table>
<thead>
<tr>
<th>Title of Post</th>
<th>Communications Associate</th>
<th>Category/grade</th>
<th>General Service, GL6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Number</td>
<td>10016438</td>
<td>Type of contract</td>
<td>Fixed Term Appointment</td>
</tr>
<tr>
<td>Location</td>
<td>Baghdad, Iraq</td>
<td>Date of Issue</td>
<td>17 June 2021</td>
</tr>
<tr>
<td>Effective dates of assignment</td>
<td>As soon as possible</td>
<td>Closing Date</td>
<td>30 June 2021</td>
</tr>
</tbody>
</table>

ORGANIZATIONAL SETTING, WORK RELATIONSHIPS and OPERATIONAL CONTEXT:

The Communications Associate is normally supervised by a Communication Officer or other position as decided by the senior management in the area of responsibility. The supervisor provides the incumbent with regular guidance. The incumbent works quite independently on regular assignments with an oversight from the supervisor. S/he keeps frequent contacts with staff at various levels in the office and occasionally with staff at the same level in other duty stations and/or Headquarters; with media, local suppliers, NGO, implementing partners, embassies and UN agencies.

The Communications Associates, depending on the organizational structure and location, may also be required to provide support in executing a range of communications activities in the fields of news and media relations, multimedia content production, social media engagement, video production, Goodwill Ambassadors and other influencers, public outreach and campaigns, fundraising, analytics and brand. The incumbents may also be required to help strengthen coordination and editorial planning in the area of responsibility, support advocacy, awareness-raising and digital fundraising efforts as well as strengthening analytics to inform the social media strategies and work plans.

The Communications Associate will help build and establish working relations with media entities and journalists, those in national agencies as well as offices of regional and international news outlets operating in Iraq. This is needed to disseminate and spread UNHCR messages, press releases and media output.

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.
Duties:

- Support the implementation of communications strategies for countries, situations and special projects within the area of responsibility; help identify thematic priorities and target audiences to meet UNHCR’s global, regional and country-level communications objectives of leading the narrative, generating empathy and mobilizing action for forcibly displaced and stateless people.
- Monitor news and popular trends to insert UNHCR’s messaging into ongoing conversations; identify key moments for proactive communications.
- Help forge strategic partnerships with individuals and organizations who can help produce and promote UNHCR content, activities and messaging as well as provide research insights to improve communications; promote the work of engaged businesses and civil society actors.
- Support the development of news-driven and authoritative content to lead the narrative on forced displacement and show UNHCR’s impact (e.g. interviews, press releases, flagship reports, speeches), create emotive storytelling to generate empathy (e.g. stories, multimedia content) and mobilize action by signposting concrete steps people can take to help refugees (e.g. digital diplomacy, action-driven campaigns, fundraising).
- Help ensure that content created reaches maximum impact by supporting the development of strategies for distribution from the outset, boosting the visibility of out content on relevant UNHCR channels and placing it on external channels.
- Help monitor the implementation of communications projects and adjust accordingly.
- Assist in research, preparation, editing and production of professional media and communications materials for target audiences and ensure their timely dissemination via UNHCR’s communications channels, ensuring highest quality standards.
- Continually maintain and upgrade communications skills, keeping abreast of emerging platforms and tools, and systematically reviewing media impact results and other measurement tools for learning purposes.
- May be required to assist in implementation of campaigns, events and other initiatives in support of UNHCR’s strategic objectives, including its need for a leading share of voice on refugee and related matters.
- May be required to undertake missions and field trips with media and other official visitors in support of UNHCR and its work.
- Perform other related duties as required.

Minimum Qualifications:

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:
- Journalism;
- Social Sciences;
- Humanities;
- or related fields
  (Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience:
Essential:
- Excellent computer skills and knowledge of MS Office applications. Excellent drafting skills.

Desirable:
- Experience implementing communications strategies. Professional writing and editing skills.
- Experience working on advocacy campaigns.
Functional Skills:
- MS-Drafting, Documentation, Data Presentation;
- CO-International Media Contacts;
- CO-Journalism (incl. print, broadcast, photography, video, layout & graphics);
- ER-Digital channels including social media, website, mobile, email and online advertising;
- CO-Video production for digital platforms (including news organizations);
- CO-Web publishing and content management;
- CO-Editing;
- CO-Digital content production
- Public Information
- Reporting Skills*
- Public Relations
*(Functional Skills marked with an asterisk* are essential)*

Language Requirements:
- Knowledge of English and Arabic is mandatory.
- Knowledge of Kurdish is desirable.

Required Competencies:

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

Eligibility:

Internal candidates (Group 1 and Group 2):
Interested staff members should consult the Administrative Instruction on Recruitment and Assignments of Locally Recruited Staff (RALS) (UNHCR/AL/2020/1/REV.2 dated 16 March 2021). If you have questions regarding your eligibility, you may also contact the HR Unit. Internal candidates are Group 1 and vetted group 2¹ candidates.

Group 1: comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group 2: Group 2 comprises candidates from the categories listed below after completion of one cumulative or continuous year of service in the country of the vacancy. The Group 2 status will be confirmed by DHR or the HR/Admin in the relevant country, as applicable:

¹In order to be considered as group 2 candidates, the applicants must be vetted at the time of applications. To be considered for Group 2 status, candidates must apply for an open call through the following link: https://www.unhcr.org/iraq-jobs/entry/11409/ and go through the vetting process.
Vetting process takes around 8 weeks.
- Current locally recruited UNHCR staff members holding a temporary appointment
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females)
- National United Nations Volunteers currently working for UNHCR
- National UNOPS and individual contractors currently working for UNHCR
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member’s personal grade
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment.
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

**Externals:** are candidates who are not in Group 1 or Group 2.

**Remuneration:**

A competitive compensation and benefits package are 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, updated / signed Personal History Form through the online portal at https://www.unhcr.org/iraq-jobs/.

The Personal History Form and its supplementary sheet can also be downloaded from the portal. No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates will be required to sit for an eliminatory written test and oral panel interview. Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

*Refugees – who cares? We Do*