

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 003/2021**

Title of Post	Associate Communication Officer	Category/grade	National Professional Officer, NO-B
Post Number	10022258	Type of contract	Fixed Term appointment
Location	Kampala	Date of Issue	19 February 2021
Effective date of assignment	1 May 2021	Closing Date	25 February 2021

Operational Context:

This position is the most senior national Communications position in the Uganda operation, the largest refugee response in Africa, with more than 1.4 million refugees, 30 settlements and a budget of over USD 344 million.

Uganda has a model refugee policy and as the first country to pilot the Comprehensive Refugee Response Framework (CRRF), it currently leads on the implementation of the Global Compact on Refugees with an explicit goal to sustain and further operationalize its progressive refugee policies whilst leveraging sustainable support for both refugee and host communities.

Under these frameworks and initiatives, stakeholders in Uganda have promoted inclusion of refugees in the delivery of national services, such as education, health, water, environment, job and livelihoods as well as national development plans and programmes. With over 100 partners supporting the response, the Uganda Refugee Response Plan contributes significantly to these goals while maintaining a strong focus on emergency preparedness and response.

This position is key in raising the visibility of the GCR/CRRF in Uganda, through a strong engagement with national and international media (traditional and new media), coordination of visibility and communication activities with partners (government, NGOs, UN agencies, donors) and frequent field missions to source and produce content, ensuring that the views of the refugees are reflected in communication outputs.

This position requires outstanding communications skills: writing, re-writing, headline-writing and editing skills, including the ability to produce news-writing of high standard on tight deadlines. Experience in drafting Op-eds, messages and talking points is a requirement as well as proven experience of having worked as a Spokesperson, in a leading press office, or dealing regularly with live interview situations. This position must be able to produce multi-media content and have a strong knowledge of UNHCR operations, mandate and global affairs. Experience with strategic planning, coordination abilities, political and organizational awareness and stakeholder management are key to the success.

Proven experience in handling relations with journalists and media organizations is also a key requirement for this position, including drafting news releases, responding to media enquiries, pitching stories and

initiatives, and building dialogue with individual journalists and editors, as well as with news-planning desks.

As the operation continues to spearhead efforts to improve accountability in the refugee response, following the allegations of fraud and corruption in 2016-2017, this position must research, study and fact-check information and ensure clearance of communication products, especially news outputs, with the highest standards of accuracy and editorial content in all external outputs.

This position reports to the Senior External Relations Officer and provide support to the entire operation.

Functional statement:

- Support the implementation of communications strategies for countries, situations and special projects; identify thematic priorities and target audiences to meet UNHCR's global communications objectives.
- Monitor news and popular trends to insert UNHCR's messaging into ongoing conversations; identify key moments for proactive communications.
- 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.
- Contribute to 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).
- Support the supervisor in ensuring content created reaches maximum impact by developing strategies for distribution from the outset, boosting the visibility of our content on relevant UNHCR channels and placing it on external channels.
- Closely monitor the implementation of communications projects and adjust accordingly. Benchmark the results of communications projects against set success indicators; build on communications successes.
- Implement communications strategies, campaigns, events and other initiatives in support of UNHCR's strategic objectives, including its need for leading share of voice on refugee and related matters, and ensure coverage of refugee situations in their country or region in global and domestic media.
- Research, prepare, fact-check, edit and produce professional media and communications materials for target audiences and ensure their timely dissemination via UNHCR's communications channels, ensuring highest quality standards.
- Draft media releases, statements and media briefing notes, and secure clearances, working in conjunction with relevant focal points and keeping sensitive to needs of both internal and external audiences.
- Act as a spokesperson for UNHCR, organizing press events, handling interviews requests and providing responses to requests from media relating to UNHCR and its work.
- Engage with journalists and public audiences via social media channels.
- Regularly provide ideas for communications initiatives and considered professional communications advice to senior staff of UNHCR.
- Undertake missions and field trips with media and other official visitors in support of UNHCR and its work.

- Actively maintain media relations for UNHCR, ensuring that media (and other important external stakeholders, such as governments, embassies, NGOs etc.) are briefed regularly on issues of importance to UNHCR, and have access to information and UNHCR expertise.
- Prepare and manage communications budgets.
- Ensure alignment with UNHCR's global branding and messaging.
- 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
- Act as the primary interface on communications matters between the country office and the Global Communications Service.
- Support the supervisor in crisis communications work for the country within the AoR, alerting the GCS/News & Media Section's crisis communications lead to risk issues and ensuring close coordination

Essential Minimum Qualifications and Experience:

- Undergraduate degree (equivalent of a BA/BS) in Journalism; International Relations; Political Science; Communications; Public Information; Media Film / Video; or other relevant field or related fields is required
- Minimum 1 year of previous professional experience in journalism and/or communications, mainly at international level is required.
- Knowledge of English is required.

Desirable Qualifications & Competencies:

- Strong social media presence is desirable.
- Experience working on advocacy campaigns is desirable.
- Experience working with goodwill ambassadors and other high-profile influencers is desirable.
- Experience with brand management is desirable.
- Experience with measurement and evaluation, especially providing analysis of media coverage, social media engagement, web traffic, etc is desirable.
- Experience reporting, writing, editing for magazines, newspapers and websites is desirable.
- Experience using digital asset management systems is desirable.
- Experience with digital analytics and performance reporting is desirable.

Required Competencies:

Managerial Competencies

- Empowering and Building Trust
- Judgement and Decision Making

Cross-Functional Competencies

- Analytical Thinking
- Innovation and Creativity
- Political Awareness

Eligibility:

Candidates must be Ugandan nationals.

Internal staff members should consult the Recruitment and Assignment of Locally recruited Staff (RALS). If you have questions regarding eligibility, you may also contact the HR Unit.

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:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should sign up or login to access details of the advertised position 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).

All candidates who applied for the position need not to re-apply.

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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