



UNHCR

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

UNHCR Representation in China

Vacancy Announcement

Office of the United Nations High Commissioner for Refugees (UNHCR) invites applications for the below post.

Functional Title: Senior Communications Assistant
Position No.: 10003807
Contract/Grade: Fixed Term Appointment, G5
Duty Station: Beijing, China
Section/Unit: Communication/Public Information
Entry on Duty: Immediately
Duration: One year (extendable subject to satisfactory performance and availability of funds)

Application closing date: 25 July 2021

1. General background

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to provide protection (including assistance) and seek durable solutions for millions of refugees around the world. In the People's Republic of China, UNHCR registers and conducts refugee status determination for those seeking asylum, working to help refugees find solutions to their situations. UNHCR is involved with ensuring support for the protection of refugees and works with Government authorities to build domestic capacity. In addition, it has a specific mandate for the prevention and addressing situations of statelessness.

2. Operational context

The Senior Communication/PI Assistant is a member of the Communication team and is under the overall supervision of the Associate Communications Officer. S/he is responsible for supporting all activities related to Communication/Public Information, and ensuring efficient communication with media outlets, KOLs, universities and other related partners, assisting in produce/manage various forms of content for UNHCR Chinese website and social media.

The Senior Communications Assistant provides day-to-day direction and support to video editor and PI intern to translate, adapt and edit global multimedia content to Chinese audience. The incumbent also supports youth outreach of the office by providing logistics, communications support to university activities, visits and engagement of Chinese youth in global initiatives.



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3. Responsibilities

- Regularly monitor media and local situation regarding UNHCR.
- Follow-up on administrative and logistical arrangements to organise press briefings and other events, such as workshop and conferences.
- Contribute to the production of information materials for public awareness campaigns and for the preparation of in-house bulletins, newsletters and information kits by contributing to articles, reports and other information gathered from various sources.
- Liaise with printers concerning brochures and publications published by the office.
- Draft routine correspondence and texts for the office's website and maintain information databases.
- Compile and distribute a daily news clipping service.
- Distribute press statements and similar information to media, to other offices locally as well as to Headquarters.
- Maintain up-to-date filing system and appointments diary.
- Perform other related duties as required.

4. Essential Minimum Qualifications and Professional Experience Required

- 2 years relevant experience with High School Diploma; or one-year relevant work experience with Bachelor or equivalent or higher.
- Certificates and/or Licenses: International relations, Journalism, Political Science.
- Essential: Some work experience relevant to the position. Communication and computer skills. Excellent drafting skills as well as translation and interpreting skills.
- Desirable: Completion of UNHCR learning programme or specific training relevant to functions of position.
- Fluency in English and local language.

5. Functional skills

- CO-Digital content production
- CO-Drafting, Documentation
- CO-Journalism (incl. print, broadcast, photography, video, layout & graphics)
- CO-Social Media Publishing/Monitoring/Marketing tools
- IT-Web Content Management
- IT-Web publishing



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6. Competency Requirements

Core competencies

- Accountability, Communication, Organisational Awareness, Teamwork & Collaboration, Commitment to Continuous Learning, Client & Result Orientation

Cross-Functional Competencies

- Innovation and Creativity, Technological Awareness, Political Awareness

Applicants who wish to be considered for this vacancy should send their (i) Letter of Motivation, (ii) CV, (iii) updated Factsheet (internal candidate only) and (iv) signed Personal History Form (available at http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR_Personal_History_Form_October-2017.zip) by email to chibe@unhcr.org with subject "Senior Communications Assistant G5 (Post No. 10003807)" no later than **25 July 2021**.

Note:

- 1) **Incomplete applications will not be considered.**
- 2) **Only those short-listed for interviews will be notified and invited for written test and interview.**
- 3) **UNHCR strongly encourages qualified female applicants to apply 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.**
- 4) **Emails sending from domain @126.com, @163.com and @qq.com will be blocked in UNHCR account.**