

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**ACNUR**Alto Comisionado de las Naciones Unidas
para los Refugiados**Oficina Regional para el Sur de América Latina**Cerrito 836, 10º piso Tel.: 54 11 4815-7870
(C1010AAR) Buenos Aires Fax: 54 11 4815-4352
Argentina Email: argbu@unhcr.orgBuenos Aires, 03rd June 2019**Ref: 19/AF/147 –External Vacancy announcement for UNHCR National Office Santiago de Chile, Chile**

Post Title	Snr. Communication/PI Assistant
Post Level	FTA (G5)
Duty Station	Santiago de Chile, Chile
Closing Date	10th June 2019 (inclusive)
Type of contract	12 months (1 year).

General background of Project or Assignment:

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

The UNHCR Regional Office for Southern Latin America located in Buenos Aires, Argentina from where it covers 5 countries: Argentina, Bolivia, Chile, Paraguay, and Uruguay.

The incumbent will be supervised by the Head of National Office. S/he will have frequent contacts involving the exchange of a wide range of information with colleagues within UNHCR as well as media, international organizations, academic institutions and private individuals.

Accountability (*key results that will be achieved*)

- Media and local situation regarding UNHCR's work is regularly monitored.

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

- 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 material 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 duties as required.

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

- Respond to non-complex media queries and incoming correspondence.
- Have access to UNHCR Communication / PI systems.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- Completion of the Secondary Education with post-secondary training in International Relations, Journalism, Political Science or related field.
- Minimum 5 years of previous relevant job experience.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English and working knowledge of another relevant UN language or local language.
- (In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)
- Chilean citizens or naturalized or with Labour Residence.

DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Completion of UNHCR learning programmes or specific training relevant to functions of position.
- Knowledge of another UN language is an asset.
- Innovation and creativity.
- Technological Awareness.
- Political Awareness.

Submission of Applications:

Candidates shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form (P.11 form – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>), all documents must be in PDF format.

All candidates should submit their application via e-mail to chlsa@unhcr.org .

Kindly indicate: **“Snr. Communication/PI Assistant”** in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.