



Internal/External Vacancy Notice

Communications Associate G-6

United Nations High Commissioner for Refugees (UNHCR)

Summary of the position:

Title of the Position: Communications Associate

Category & Level: General Service, G6

Location: UNHCR Representation in Sofia, Bulgaria

Effective date: 15 July 2022

Duration: Fixed Term Appointment for a period of one year (initially)

Closing Date: 11 April 2022

Qualifications

Essential minimum qualifications, professional experience and required competencies:

- Education & Professional Work Experience:
 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher
- Language Requirements:

Fluency in English and Bulgarian

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 qualifications and competencies:

Experience implementing communications strategies. Professional writing and editing skills. Experience working on advocacy campaigns.

- Functional Skills:

CO-International Media Contacts

CO-Journalism (incl. print, broadcast, photography, video, layout & graphics)

CO-Video production for digital platforms (including news organizations)

CO-Editing

CO-Drafting and Documentation

CO-Digital content production

(Functional Skills marked with an asterisk* are essential)

Organizational Context

Organizational Setting and Work Relationships

Bulgaria ratified the 1951 Convention Relating to the Status of Refugees and its 1967 Protocol on 22 April 1992. The Country Office of the United Nations High Commissioner for Refugees (UNHCR) has been present in Bulgaria since 1993 to support and strengthen the national capacity of Bulgaria to provide protection and solutions to refugees.

Since its ratification of the Refugee Conventions, Bulgaria has broadly transposed the relevant EU asylum-related acquis into national legislation which is mostly functioning and effective.

Being an external border of the European Union (EU), Bulgaria has been experiencing refugee mixed flows into Bulgaria, mainly from Middle East, Asia and Africa. During 2021, over 11,000 asylum seekers were registered by the State Agency for Refugees (SAR). However, the government, media and general public tend to express their apprehensions about migrants and refugees coming to Bulgaria/Europe.

Within this operational context, the job of the Communications Associate is enriching and challenging. S/he 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.

*There is a lien to this position.

The Communications Associates is 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.

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.

Functional Statement

- 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 our 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.

*There is a lien to this position.

- 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.

Contract and Remuneration

Fixed Term Appointment for a period of one year, initially.

Remuneration as per UNHCR Staff Rules and Regulations. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Eligibility and Applications

Internal candidates

General Service Staff members currently serving at the duty station where the vacancy exists, who have been appointed through the AC process and have indefinite or Fixed Term appointment. Interested staff members should consult the Policy and RALS.

External candidates must be legally present in Bulgaria.

DIRECTIONS FOR APPLICATIONS TO FTA JOB OPENING FOR COMMUNICATIONS ASSOCIATE:

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=34869&PostingSeq=1

You are strongly recommended to also apply for the Temporary Appointment to this same position, for the duration of three months, aiming to fill the vacant position pending the finalization of the regular selection process.

Directions for applications to TA job opening for Communications Associate:

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=34874&PostingSeq=2

If you are a current employee of our organization please use the following link instead:

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Employee&SiteId=2&JobOpeningId=34874&PostingSeq=2

Only shortlisted candidates will be notified. Shortlisted candidates may be required to sit for a test and/or interview. No late applications will be accepted. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).