
Individual Contractor (IC) - UNOPS
Senior Administrative Assistant, LICA-5

Title: Communication / PI Associate

Contract type: LICA

Contract level: LICA-6

Department/office: Port of Spain, Trinidad & Tobago

Duration: 01/01/2021 through 31/12/2021, renewable subject to available funds and satisfactory performance

Application period: 23 October – 8 November 2020

General Background

The Office of the United Nations High Commissioner for Refugees (UNHCR) has an international mandate to protect persons in need of international protection, including asylum-seekers, refugees and stateless persons.

The Caribbean region is still largely characterized by the absence of protection-sensitive entry and referral mechanisms and safeguards to prevent refoulement and governments in the region commonly implement widespread immigration detention, which frequently results in arbitrary and/or prolonged detention in conditions that are far below international minimum standards. In the absence of well-established state-run asylum systems, individual registration as asylum-seekers by UNHCR will continue to be the main means by which POCs are protected from forced return and simultaneously promoting access to asylum and registration and also supporting host countries and communities through community-based protection, peaceful co-existence, CBI, and self-reliance/livelihoods interventions. Public information campaigns are also important to combat xenophobia and discrimination among the general public which otherwise threatens to push public policies towards being restrictive.

Our population of concern consists of Venezuelans, Cubans and smaller numbers of 30 other nationalities (including persons of concern from Syria, Jamaica, Bangladesh, Sri Lanka, and Colombia) in Trinidad.

The incumbent will have a pivotal role in drafting of the growing number 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 well as interpreting for the management in the course of frequent official meetings with the national authorities and public/media appearances.

The position is supervised by the Head of Office. The incumbent receives regular guidance and advice from the supervisor. Advice and operational support may also be received from other senior staff and support units at the Country Office / HQ. 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.

Duties and Responsibilities:

1. Purpose and Scope of Assignment

Accountability

- 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, consulting with UNHCR's population of concern where necessary.
- Monitor news and popular trends to insert UNHCR's messaging into ongoing conversations; identify key moments for proactive communications and mutual points of connection with host community.
- 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. Prioritize forging and maintaining relationships with the media.
- 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, collaborating with other units within the operation as necessary.
- 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.

3. Qualifications and Experience

a. Education

- Completion of the Secondary Education with post-secondary training in Social Science, Journalism, Humanities, Communications or Media Production, or related field.
- Experience implementing communications strategies. Professional writing and editing skills. Experience working on advocacy campaigns.
- Excellent computer skills and knowledge of MS Office applications.
- Excellent oral and written communication skills in both English and Spanish.
- Excellent drafting skills as well as translation and interpreting skills.

b. Work Experience

- Minimum 3 years of previous relevant job experience.
- Completion of UNHCR Learning Programmes or specific training relevant to functions of position.

c. 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

c. Language

- Fluency in English is essential.
- Spanish is desirable

d. Key Competencies

- Innovation and Creativity, Technological Awareness and Political Awareness.

Application deadline: 8 November 2020 by 12 midnight (Trinidad and Tobago time)

Receipt of applications will not be acknowledged, and only short-listed candidates may be contacted for an online test and subsequent interview based on performance during the test.

Interested candidates meeting the above requirements are requested to submit 1) UNHCR Personal History Form available: www.unhcr.org/recruit/unhcr-phf.docm if needed extra space, please also use Supplementary Sheet available: www.unhcr.org/recruit/unhcr-phf-sup.docm along with 2) a letter of motivation by e-mail to ttopohr@unhcr.org quoting “**PI/Communications Associate - UNOPS**” in the subject line of the email.

Please send attachments, do not send links and save in the format Last Name, First Name – Document type e.g. ‘Doe, Jane – Motivation Letter’

Late or incomplete applications will not be accepted.

Please no phone calls.