



# UNHCR

United Nations High Commissioner for Refugees

Haut Commissariat des Nations Unies pour les réfugiés

---

## **Vacancy Notice**

### **Internal/External**

**Position Title:** Senior External Relations Assistant

**Position Grade:** LICA-5

**Vacancy Number:** RSC-20-10

**Duty Station:** Tehran

**Type of Contract:** Service Contract under UNOPS

Interested applicants should directly send their Personal History Forms to email address: [irntevac@unhcr.org](mailto:irntevac@unhcr.org) or refer to below websites:

UN website: [www.un.org.ir](http://www.un.org.ir)

UNHCR website: <https://www.unhcr.org/ir/unhcr-iran/>

**Closing date: 04 November 2020**

**Please make sure you will mention the Vacancy Number (RSC-20-10) in the subject line of your email.**

Short-listed candidates may be invited for Written Exam.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

## **Position Requirements:**

### **1- ORGANIZATIONAL CONTEXT**

Iran is one of the largest refugee hosting countries in the world and is one of the principal host countries for Afghan refugees. UNHCR is the largest agency of the UN in Iran, with field presence in the country for the last 35 years. It operates through 5 offices in Tehran, Esfahan, Mashhad, Kerman, and Shiraz.

Under the supervision of the External Relations Officer, the Senior External Relations Assistant will assist in implementing the tasks and priorities of the External Engagement team. He/she plays a key role in fulfilling internal and external reporting duties, with a focus on compiling and editing briefing documents about the impact of the UNHCR Iran operation. The incumbent will also support in organising visits of foreign delegations and donors and will be required to support the preparation of public communications materials.

### **2- FUNCTIONAL STATEMENT**

#### **Accountability**

- A system is put in a place and maintained in order to gather frequent updates from Programme, Protection and Admin units, in order to prepare regular reporting and briefing external documents.
- Coherent, well-structured and strategic updates on various topics of operation priority are provided to external stakeholders and partners, including donors, and to internal UNHCR colleagues in various functions, in a timely manner.
- Logistical and administrative duties that facilitate the work of the External Engagement team are supported.

#### **Responsibility**

- Draft weekly updates, newsletters, bulletins, reports and prepare other reporting/briefing material, as required.
- Ensure that the most updated reporting/briefing materials, including fact sheets, information brochures, etc. are produced as per a pre-agreed timeframe, are regularly uploaded on websites and portals, and are appropriately sent to external and internal audiences.
- Draft and translate routine correspondence and texts.
- Support the planning and organization of events and missions, including by contributing to logistical and administrative duties.
- Maintain UNHCR's contacts database of donors and partners up to date.
- Support the maintenance of the UNHCR Iran website.
- Perform other related duties as required.

### **3- REQUIRED COMPETENCIES**

#### **1. Planning and organizing**

Able to organize self and others to take efficient and effective action over the short, medium and long term.

#### **2. Political Awareness**

Identifies and understands relationships, constraints and pressures affecting others as well as their motivations and objectives; in light of UNHCR's mandate to serve refugees and other persons of concern.

### **3. Communication**

Is sensitive, compelling and clear in formal and informal communication, which encourage engagement and contribution to improved outcomes for all the involved stakeholders. Demonstrates behavioural flexibility in engaging colleagues, partners and persons of concern of different cultural backgrounds, gender, or with different objectives; has well developed listening skills; explains complex matters in an informative, inspiring and motivational way.

### **4. Innovation and creativity**

Challenging established methods and generating/enabling new, innovative solutions, promoting brainstorming, and fostering creativity and reasonable risk-taking. Creating an environment where leaders can emerge.

### **5. Technological Awareness**

Understands the value and power of technology and how to apply it for maximum benefit; sees it as an ongoing aspect of all work; invests time and energy to incorporate it.

## **4- ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
- Communication and computer skills are essential.
- Excellent drafting skills as well as translation and interpreting skills are essential, both in English and Farsi.
- Fluency in English and working knowledge of another relevant UN language or local language.

## **5- DESIRABLE QUALIFICATIONS & COMPETENCIES.**

- Proficiency in graphic design/utilizing an array of Adobe Creative Cloud programmes to create communications products is desired.