

UNHCR SPAIN VACANCY ANNOUNCEMENT (Re-advertisement)

Ref. num. SPA/2018/13

Date of re-advertisement: 25/10/2018

Application deadline: 04/11/2018

This is a UNOPS Local Individual Contractor Agreement (LICA) position.

Title: **Senior Liaison/External Relations Assistant**
Type of contract: **UNOPS Local Individual Contractor Agreement – Level 5**
Location: **Madrid (Spain)**
Duration: **Until 31/12/2018. Possible extension to 2019**

General background

The operational environment in Spain has considerably changed in recent years. This requires to reinforce, expand and put external relations and UNHCR's communications at a more strategic level to respond to current opportunities and challenges. For this reason, UNHCR Country Office in Spain is looking for a contractor assisting the External Relations department under the supervision and guidance of the Officer in charge of External Relations and the Representative.

Particular attention will be given by the incumbent to the relationship and growing cooperation between UNHCR and the National Association (NA) España con ACNUR (EcA), the first private donor to UNHCR. The identity sharing with UNHCR, combined with growing cooperation opportunities in the field of integration, make the coordination between España con ACNUR and UNHCR Spain a key element to ensure an efficient branding alignment as well as effective synergies. An articulated internal and external communication strategy with EcA is therefore essential.

Purpose and scope of assignment

This is an assistant position to the External Relations Department.

Under the overall supervision of the the Officer in charge of External Relations, whose work is guided by the Representative, the contractor will be mainly responsible for supporting UNHCR strategies in the External Relations area, with particular focus on the liaison with the National Association "España con ACNUR", supporting and developing synergies between the two organizations.

In particular, the individual contractor will assist the External Relations Officer in two main areas:

***** First area - External Relations*****

- Assisting in developing and maintaining a strategic relationship with key stakeholders by preparing background and informative documents on potential cooperation with partners.
- Drafting background documents, notes for the file and other relevant documents, as required.
- Organizing events, including through administrative a logisitcal activities.
- Distributing UNHCR publications and materials to various institutions and individuals.
- Creating and managing a database with external counterparts.

-Translating documents from/into Spanish-English and vice versa.

***** Second area - Liaison with España con ACNUR (EcA):

- Supporting UNHCR-EcA joint campaigns and activities in order to increase advocacy outreach within the Spanish society, UNHCR brand equity and fundraising opportunities.
- Supporting the coordination with EcA awareness and educational activities and campaigns.
- Supporting fundraising activities with public donors, including by supporting the organization of joint EcA- UNHCR Spain missions at national level as needed.
- Under the guidance of the supervisor, and in cooperation with the Communications and Protection Units, responding direct queries from private donors and external counterparts, as required.
- Supporting, as required, projects aiming and developing a positive narrative and establishing strategic alliances, such as the Refugee Food Festival, #Withrefugees Campaign/Coalition or similar activities.
- Updating a Q&A catalogue of response elements to students, entities and donors' requests for information, including those derived from EcA.
- Perform other related duties as required.

Monitoring and progress controls

The principal expected outputs will be the following:

A stronger UNHCR External Relations department and Office through:

- Increased UNHCR advocacy and fundraising opportunities.
- Sound functioning of all activities jointly undertaken by UNHCR Spain and EcA.
- Continue stocktaking of evolving potential for UNHCR Spain-EcA synergies.
- Q&A catalogue updated and managed and counterparts database developed.
- UNHCR events supported from a conceptual, administrative and logistical point of view.

Qualifications and experience

Education

- Completion of the Secondary Education with post-secondary certificate/training in International Relations, Journalism, Political Science, Communication, Media or related field (required).
- Native Spanish speaker (required).
- Excellent command of English, both oral and written (required).

Work experience

- Minimum of 5 years of previous relevant experience (required).
- Experience of planning and supporting communication, campaigning and fundraising activities as well as reviewing and translating content will be an asset.

Key competencies

- Excellent skills to manage relations with external partners (required).
- Good knowledge of the political agenda in Europe and Spanish stakeholders (required).
- Strong interpersonal and cross cultural skills (required).
- Excellent organization skills and ability to adapt to a variable workload (required).
- Excellent drafting, translating and editorial skills both in Spanish and in English (required).
- Good knowledge and understanding of digital communication technologies (desirable).
- Good knowledge of UNHCR's mandate and international protection/ humanitarian issues (highly desirable).

How to apply - PLEASE READ CAREFULLY:

Please submit your **signed Personal History Form (PHF and PHF supplementary sheet)** in English by e-mail with the vacancy title "Senior Liaison/External Relations Assistant" Ref. num. SPA/2018/13" in the subject line to spamavac@unhcr.org **no later than 04/11/2018, 23:59 CET**.

Please be aware that this will be a local contract for which **having a valid working permit in Spain is required**.

Only complete applications submitted by e-mail with a signed PHF form will be considered.

E-mails without vacancy title "Senior Liaison/External Relations Assistant" Ref. num. SPA/2018/13" in the subject line will not be considered.

No late applications will be considered.

Shortlisted candidates will be required to sit a written test.

Only applications from candidates who are short-listed will be acknowledged.