



VACANCY ANNOUNCEMENT

Post Title: Public Information Assistant

Duty Station: El Salvador

Duration of Assignment: 15 March – 31 December 2017 (3-month probation)

Type of Contract: Local Individual Contract Agreement – UNOPS

Employment Conditions: Between USD 1,150 – 1,300/monthly and medical insurance

Important Notice: People interested in applying for this position must be Nationals from El Salvador or must hold a valid work permit in El Salvador.

Qualified candidates who are interested in the below position are invited to submit their written application, attaching a UN Personal History Form (P.11) and motivation letter (1 page maximum), **not later than February 19th, 2017**. Application documents should be sent by email to UNHCR (panpa@unhcr.org and elsalvador@unhcr.org), including the reference of ROPAN “**Public Information Assistant Application UNHCR El Salvador**” in the subject field.

Due to the foreseen number of applications, only persons shortlisted will be contacted.

General Background of Project or Assignment:

The Public Information Assistant will function under the supervision of the Head of National Office with direct coordination with the Public Information Associate for Central America (Regional Office). The incumbent will provide assistance to the Public Information Unit to ensure that routine services and activities within the communication domain are properly implemented. S/he is required to have basic conceptual knowledge of the profession, be dynamic and able to take on higher responsibility progressively. In performing his/her functions, the incumbent will refer to official UN and UNHCR manuals and guidelines. Upon receiving instructions from the supervisor, the PI Assistant is also expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information, support PI activities and implement administrative requirements.

The United Nations High Commissioner for Refugees (UNHCR) is the UN Agency dedicated to protect the rights and seek durable solutions for refugees worldwide. UNHCR is in the field in over 125 countries.

The National Office in El Salvador opened in 2015 in order to strengthen UNHCR’s protection work in the region as part of the UNHCR’s Regional Protection and Solutions Strategy for the Northern Triangle of Central America.

Central America is suffering a wave of violence stemming from organized criminal groups, including record high homicide rates, sexual violence, disappearances, forced recruitment into gangs, and extortion. The epidemic of violence is compelling a diverse range of people to flee their homes and to seek international protection, particularly in bordering and nearby countries. The United States of America, Belize, Costa Rica, Guatemala, Honduras, Mexico, Nicaragua, Panama and El Salvador are all affected, either as countries of origin, transit or destination, and in some cases, in a combination of these.

As far as Public Information is concerned, the Unit aims to make visible and raise awareness of this protection situation and support the Office’s strategy for the protection of UNHCR’s people of concern

in Central America. The Public Information Assistant will be part of the Public Information Unit for the NTCA Situation which includes the Senior Regional PI Officer, the Public Information Associate for Central America and the Public Information Assistants for the NTCA.

Purpose and scope of assignment:

Under the direct supervision of the UNHCR Head of National Office and in direct coordination with the Public Information Associate for Central America, the Public Information Assistant will undertake the following tasks:

- Monitor the media and collect press-cuttings of articles in national, regional, international media that pertain to refugee related issues and to the work of the office.
- Compile and maintain the mailing list for press releases, information bulletins, etc. and ensure timely dispatch of information to media and other interested parties.
- Assist in the drafting and/or translation of briefing notes, talking points, factsheets, operational updates, weekly situational reports as part of the regular activities of the office as well as with other papers for high level meetings and visits;
- Support with the translation of various documents and/or texts from English to Spanish and vice versa;
- Support in the production of audio-visual material, especially photos, and preparation of content for UNHCR's regional social media accounts.
- Classify and maintain adequate stock of PI materials in coordination with the Regional Office;
- Provide assistance with regard to PI events such as strengthening media relations, campaigns, exhibitions, and public awareness raising events.
- Support training / awareness sessions for local media
- Respond to routine telephone and written enquiries from a variety of sources such as the media, the public, NGOs and government officials, etc.;
- Provide assistance in preparation of interviews and background briefings;
- Maintains Public Information files up-to-date;
- Perform other duties as required.

Monitoring and Progress Control:

- Preparation of media daily press clipping;
- Assist the elaboration of reports for donors and other internal reporting requirements.
- Identify stories and cases to propose for web stories and press release at regional and international level.
- Produce audiovisual material for donors and PI purposes.

Travel plan:

- Should be available for missions to Central American countries as required, inter alia to attend trainings, support the coordination of events/meetings, follow up protection issues, etc.

Competencies of the Protection Assistant:

Professionalism

- Good knowledge of institutional mandates and policies related to international protection, human rights and migration.
- Good analytical and research skills, ability to evaluate and integrate information from a variety of sources.
- Takes responsibility for incorporating a gender, children and diversity perspective in the project.

- Good knowledge and/or experience of the United Nations system or Humanitarian stakeholders and its mechanisms.

Communication

- Strong communication skills (spoken, written and presentational), including the ability to produce written reports in a clear, concise style, to deliver training presentations to external audiences as well as to build and maintain effective partnerships.

Planning & organizing

- Ability to establish priorities and to plan work assignments, handle competing demands and work under pressure of frequent and tight deadlines.
- Ability to work independently, with little supervision and keep to task.

Teamwork

- Proven interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Willingness to learn from others;
- Places team agenda before personal agenda, sharing credit for team accomplishments and accepting joint responsibility for team shortcomings.

Qualifications and experience:

- Completion of the Secondary Education with post-secondary training in Business Administration, Journalism, Social Science or related field.
- Minimum 3 years of previous relevant job experience.
- Communication and computer skills.
- Excellent drafting skills as well as translation and interpreting skills.
- Fluency in English and Spanish.