UNHCR JOB DESCRIPTION

(When finalized and approved by the responsible supervisor, e-mail to HQPC00)

DATE * :

ORB/INTER-ORB NO :

OFFICE / LOCATION : Regional Office, Canberra, Australia

POST NUMBER :415008

SUPERVISOR'S POST NUMBER : 415003

POST TITLE : External Relations Officer

SUPERVISOR'S POST TITLE : Regional Representative

POST LEVEL : NOC

SUPERVISOR'S POST LEVEL : P5

CCOG CODE * :

*(* To be completed by PCU)*

1. MINIMUM ACADEMIC ATTAINMENT REQUIRED FOR APPOINTMENT TO THIS POST

☐ PRIMARY EDUCATION ☐ SECONDARY EDUCATION ☐ SECONDARY EDUCATION PLUS UNIVERSITY LEVEL COURSES

☒ UNIVERSITY DEGREE ☐ ADVANCED UNIVERSITY DEGREE ☐ HIGHEST LEVEL UNIVERSITY DEGREE

2. SPECIFIC ACADEMIC DISCIPLINE / SKILL LEVEL / TRAINING / CERTIFICATION

(Complete only if essential for appointment to this post)

Advanced University degree in International Relations, Communications, Journalism, Political or Social Sciences.

3. LANGUAGE(S) REQUIRED *(To read, write, speak and understand)*

ESSENTIAL TO PERFORM WORK OF POST : Fluency in English

DESIRABLE BUT NOT ESSENTIAL TO PERFORM WORK OF POST : French and/or another UN language

4. MINIMUM AMOUNT AND TYPE OF PREVIOUS JOB EXPERIENCE REQUIRED

	NO LESS THAN A TOTAL OF	8	YEARS PREVIOUS JOB EXPERIENCE (5 YEARS WITH ADVANCED UNIVERSITY DEGREE)
(Complete only if essential)	INCLUDING AT LEAST	0	YEARS IN THE SAME FUNCTIONAL AREA
(Complete only if essential)	INCLUDING AT LEAST	8	YEARS AS A PROFESSIONAL (5 YEARS WITH ADVANCED UNIVERSITY DEGREE)
(Complete only if essential)	INCLUDING AT LEAST	0	YEARS IN AN INTERNATIONAL CAPACITY

5. UNHCR STAFF DIRECTLY SUPERVISED

(Enter post number and classified grade level, NOT the title, of each UNHCR post directly supervised within the CMS context)

Post No. 415010 GL-5- Senior PI Clerk

6. STAFF INDIRECTLY SUPERVISED

NUMBER OF UNHCR D / P / L / NPO / JPO STAFF INDIRECTLY SUPERVISED : N/A

NUMBER OF SUPPORT STAFF, INCLUDING NON-UNHCR STAFF OR CONSULTANTS INDIRECTLY SUPERVISED : N/A

7. TYPICAL JOB CONTACTS *(Select only those that are normally required on a regular basis)*

WITH UNHCR STAFF :

☒ IN SAME OFFICE / UNIT ☒ THROUGHOUT DUTY STATION ☒ IN OTHER DUTY STATIONS

WITH NON-UNHCR PARTIES :

☐ N/A ☒ IN SAME DUTY STATION ☐ IN OTHER DUTY STATIONS

8. NORMAL PURPOSE OF TYPICAL JOB CONTACTS (Item 7)

WITH UNHCR STAFF : Contacts with all staff on programme and operational details for donor submissions and appeals, internal and external document drafting, media relations, training and advice; and, as necessary, liaison with regard to relations with governmental and non-governmental counterparts.

WITH EXTERNAL PARTIES : Public information, donor liaison, provide UNHCR representation at external meetings and with donors, NGOs and government officials.

9. PREDOMINANT TYPE OF PROPOSALS, IF ANY *(Provide typical example)*

Strategy for communicating UNHCR's positions on special policy/country issues in relation to our mandate.

10. PREDOMINANT TYPE OF FINAL DECISIONS, IF ANY *(Provide typical example)*

Information on internal or external development to be incorporated into the preparation of internal or external documents/reports.

11. CONSEQUENCE OF ERROR

Errors could cause some damage to UNHCR's objectives in terms of relations with governments, non-governmental organisations and, in some cases, the fates of individuals. A negative view of UNHCR activities externally will critically undermine funding and external support for our activities. The maintenance of good relations with governments, NGOs and the general public is crucial to the success of UNHCR's objectives. The dissemination of timely factual information on UNHCR operations is also a critical factor in our credibility and positive visibility.

12. MAJOR DUTIES AND RESPONSIBILITIES *(List and number in descending order of relative importance)*

1. Develop and implement external relations strategies to promote a better understanding of UNHCR's aims and activities in Australia, New Zealand, Papua New Guinea and the South Pacific;
2. Maintain and monitor all information materials on UNHCR operations and refugee issues to meet needs of government, donors, the public, NGOs and others.
3. Act as UNHCR spokesperson to media, at national and regional level.
4. Monitor and encourage Government contributions to UNHCR;
5. Establish and maintain close working relations with television, radio and news agencies to keep them regularly informed on UNHCR's activities in the region and world-wide so as to ensure appropriate media coverage; organise press briefings and conferences as necessary;
6. Plan and conduct campaigns and activities with organised groups e.g. NGOs, universities, colleges, schools and other institutions, to disseminate information on UNHCR and raise public awareness on refugee issues;
7. Advise the Regional Representative on policies and implementation issues covering fund raising activities and public awareness raising in the region:
8. Plan, under supervision of Regional Representative, programmes and strategies for public relations activities in order to support the plan of action;
9. Support and monitor Australia for UNHCR's private sector fundraising activities;
10. Liase with the public information, donor relations and geographic bureaux at headquarters on local and international media/press for effective gathering and dissemination of information;
11. Draft speeches, correspondence, press releases, pamphlets, reports, magazine and newspaper articles for publication; design and oversee the production of P.I. tools such as Newsletters, Discussion Papers, posters, films, brochures etc.;
12. Keep abreast of developments on UNHCR's work both in the country and world-wide and responds to press and public queries for information on all aspects of the organisation's work;
13. Scan various sources of information, such as newspapers, journals, bulletins on political and other developments likely to affect UNHCR's activities in the region and keeps the Regional Representative and other staff briefed on their implications;
14. Ensure availability of adequate stocks of UNHCR information material arranges regular distribution of publications and updates on a regular basis the list of institutions and individuals who should receive copies.

(Optional) **ANY ADDITIONAL INFORMATION UNIQUE TO THIS POST**

Ability to establish and maintain good working relations with people of different national and cultural backgrounds.