



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR Regional Representation

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**SENIOR PUBLIC INFORMATION CLERK
SELECTION CRITERIA**

- High level oral and written communication skills, including the ability to draft clear, concise copy.
- Proven administrative, organisational and work planning skills relevant to the work of a public information unit.
- Very good computer skills, including familiarity with Microsoft Word, Powerpoint, Excel, as well as website and financial management software and/or the ability to quickly learn new software packages.
- Broad knowledge of governments, civil society and media and other stakeholders in the region and good research skills.
- Initiative, flexibility, and ability to co-ordinate well with other team members, under pressure and in a multicultural environment.
- Demonstrated interest in UNHCR and an understanding of its role and broader refugees issues in the region.
- Qualifications and experience in the communications field desirable.