



# UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HOPC00)

**(STANDARD)**

## PART 1 – IDENTIFICATION OF POST

1.1 POST No. : **415010**

1.2 POST TITLE : **Senior Public Information Clerk**

POST GRADE: **GL-5**

1.3 LOCATION : **RO Canberra**

## PART 2 – POST REQUIREMENTS

**2.1 DESCRIPTION OF RESPONSIBILITIES** (Describe the specific tasks/responsibilities assigned to this post. If this is a regional post, please indicate also countries covered)

1. Assists the supervisor with organization of press briefings that may be held from time to time by the Office; Assists in the preparation of press releases and statements as necessary;
2. Assists in the compilation, production and coordination of any media event, workshop or conference organized by the office; and in the absence of supervisor, attend briefings or meetings;
3. Assists in the planning and preparation of public awareness campaigns, and coordinates the dissemination of materials for World Refugee Day in the region (including Australia, New Zealand, Papua New Guinea and the South Pacific);
4. Assists in the production of in-house bulletins, newsletter and information kits by contributing articles, reports and other information which has been gathered from various sources; Liaises with printers and designers concerning brochures and publications published by the Office;
5. Compiles a daily report of media coverage from national, regional, international media that pertain to refugee related issues and to the work of the office; Maintains and updates the list of media organizations; Maintains the local photographic and video library;
6. Ensures the timely dispatch of press cuttings and news agency reports to offices locally as well as to Headquarters; Ensures the timely dissemination of UNHCR updates, press releases and statements;
7. Assists the supervisor with updating and managing the local website, including the collation and analysis of visitor statistics, uploading of content, and liaison with service providers.
8. Drafts routine correspondence; Monitors media queries and incoming correspondence; Responds to routine enquiries and resource requests from the public and stakeholders; Maintains up-to-date filing system and appointments diary; maintains mailing and email lists; manages supplies of public information materials; prepares purchase orders and payment requisitions according to established protocols;
9. Performs other duties as required, including undertaking research tasks, as and when necessary.

**2.2 MINIMUM ESSENTIAL QUALIFICATIONS** (to perform work of the post)

**2.2.1 COMPETENCIES** (List the reference numbers and names of the applicable functional and managerial competencies – CMS booklet provides reference numbers, competency names, definitions and indicators – considered to be particularly relevant and most desirable for appointment to the above post)

Code	Managerial Competencies	Code	Functional Competencies
1. <input type="checkbox"/> MC01	Strategic Planning	1. <u>XR09</u>	<u>Providing Public Information</u>
2. <input type="checkbox"/> MC02	Leadership	2. <u>PL04</u>	<u>Managing Suppliers</u>
3. <input type="checkbox"/> MC03	Managing Performance	3. <u>CL04</u>	<u>Drafting Reports/Correspondence.</u>
4. <input type="checkbox"/> MC04	Coaching and Developing Staff	4. <u>CL05</u>	<u>Providing General Clerical/Administrative Support and Advice</u>
5. <input checked="" type="checkbox"/> MC05	Managing Resources	5. <u>XR05</u>	<u>Developing Public Awareness</u>
6. <input checked="" type="checkbox"/> MC06	Political and Organization Awareness	6. <u>XR10</u>	<u>Information Management</u>

**2.2.2 EDUCATION**

- PRIMARY EDUCATION     
 SECONDARY EDUCATION     
 UNIVERSITY DEGREE  
 ADVANCED UNIVERSITY DEGREE     
 HIGHEST LEVEL UNIVERSITY DEGREE

**DISCIPLINE** *(Please specify):* Post-secondary training/course in Communications, Public Relations, Journalism, International Relations, Political Science or related field desirable.

**2.2.3 JOB EXPERIENCE** (Indicate the minimum number of years of practical experience required by the post)

Previous Job Experience : 5 years  
Job Experience relevant to the function : 1 year  
(defined functional competencies):  
In an International capacity: \_\_\_\_\_

**2.2.4 LANGUAGE(S)**

**Essential** to perform work of post (Please refer also to Post Vacancy Notice)

English     French     Spanish     Arabic     Russian     Chinese  
 Other language(s) (Specify): Any other UN languages.

**2.3 DESIRABLE QUALIFICATIONS & COMPETENCIES** (such as UNHCR Learning Programmes /Other training / additional languages /Field, HOs experience, etc...)

Post-secondary qualifications and experience in Communications field (Public Relations or Journalism) or related field desirable.

**PART 3 – JOB ANALYSIS QUESTIONNAIRE**

**3.1 SUPERVISION EXERCISED** (Indicate the post number and grades of classified posts directly supervised by the post, where appropriate) :

**Professional :** \_\_\_\_\_  
**General Service :** \_\_\_\_\_  
**Consultant :** \_\_\_\_\_  
**Other (specify) :** Supervises interns

**3.2 SUPERVISION RECEIVED** ( Describe the nature and extent of direct or indirect guidance exercised by the supervisor and the degree to which guidelines apply in the performance of the duties of the post)

Supervised by the External Relations Officer.

**3.3 WORK RELATIONSHIPS AND CONTACTS** (Describe the nature or type of contact related to the post. With whom and for what purpose?)

**Within UNHCR** (In the case of a Line Manager's post, please indicate also the post number/title of the regional global post indirectly supervised): Frequent contacts involving the exchange of a wide range of information.

**With EXTERNAL Parties:**

Frequent contacts involving the exchange of a wide range of information with NGOs, media, international organizations, academic institutions, schools and private individuals.

**3.4 IMPACT OF WORK** (Indicate the level of decision making and the effect of proposals and recommendations made by incumbent of the post. Please indicate also, what are the consequences of errors on the objectives of the Organisation resulting from the decisions, recommendations and proposals made at the level of the post under review.)

Passing an erroneous messages or making mistakes in organizing public events, may result in a negative image of the Organisation and its activities.