



## **Vacancy Announcement:**

### **Communication/PI Associate, UNHCR Stockholm**

UNHCR Regional Representation for the Baltic and Nordic Countries in Stockholm has a vacancy for Communication/PI Associate (G6).

#### **Responsibilities**

The Regional Representation for the Baltic and Nordic Countries (RRBNC) is responsible for eight countries: Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden, each of which operates in its own national language. RRBNC is seeking to enhance its language coverage in the region and therefore a good command of one or more Baltic and/or Nordic languages will be an asset.

RRBNC is currently reaching its target audiences through several websites and social media accounts in the region. The incumbent therefore should have a good knowledge and meaningful experience on these communication tools in order to maximise UNHCR's outreach.

RRBNC is working closely with regional media through providing interviews, responding to press enquiries, providing background information and assisting media with their refugee related field visits. The incumbent will strengthen RRBNC's capacity in working proactively with regional media in order to obtain more visibility to UNHCR's global/regional activities and to increase the brand awareness.

The incumbent will be working under the supervision of the Senior Regional External Relations Officer and in close coordination with other UNHCR staff and partners. The tasks will include:

- Assisting in preparation of interviews and background briefings to the local and international media;
- Drafting briefing notes, talking points, minutes, updates and other documents;
- Providing daily inputs for the websites and social media on relevant local and international developments;
- Assisting in preparation of communication budget; and
- Performing other duties as required.

## **Qualifications**

### Education:

Post-secondary courses in Journalism, Communication, International Relations, Political or Social Science or other related fields.

### Work experience:

Minimum 6 years of previous job experience relevant to the function.

### Languages:

Full proficiency in English, the main working language of the United Nations is essential. In addition, excellent language skills in one or more Baltic and/or Nordic Languages.

### Other skills:

Excellent drafting and writing skills.

Excellent communication and inter-personal skills.

Experience in drafting and implementing media advocacy strategies.

Excellent knowledge in design, management and use of websites and social media accounts (Facebook, Twitter, etc.).

Advanced computer skills.

Basic knowledge of UNHCR's operations.

### **Closing date: 7 June 2013**

**For more information:** Please contact Markku Aikomus, Senior Regional External Relations Officer at [aikomus@unhcr.org](mailto:aikomus@unhcr.org) / +46(0)8 457 48 86

Submit your application (cover letter and CV) in ENGLISH. Please also attach the **P11** form available at [www.unhcr.se](http://www.unhcr.se) to your application. Only those candidates who are short-listed will be contacted. Please note that applications sent by email will not be accepted. Send your application to:

**UNHCR**  
**Ynglingagatan 14, 6 tr**  
**SE-113 47 Stockholm**  
**Sweden**