



## **UNHCR Junior Professional Officer - Associate External Relations Officer General Job Description**

**Position:** Junior Professional Officer (JPO).

**Specific role:** Associate External Relations Officer.

**Location:** Cox's Bazar, Bangladesh. With the option of living with spouse and family.

**Duration:** The selected candidate will be employed on a fixed-term contract for an initial duration of two years with a probationary period of one year.

**Background:** The UN's Junior Professional (JPO) programme is an international scheme that provides young professionals, sponsored by their respective governments, an extraordinary opportunity to embark on a senior career within the UN system. During their assignments JPOs benefit from the guidance of experienced UN staff members and are actively involved in supporting the design and implementation of UN programmes.

Having joined the programme in 2021, Jersey Overseas Aid (JOA) is looking to place another JPO with the United Nations High Commissioner for Refugees (UNHCR) in Cox's Bazar, Bangladesh.

You should be Jersey-born or-bred (Permanent Entitled Status) as the programme targets nationals of the participating countries. Having a family is no object, as long as they're all prepared to relocate with you.

Additionally, some experience in overseas aid is strongly desirable, either in the field of humanitarian assistance or international law, as is knowledge of another UN language.

### **The role:**

Working closely with the senior management and External Relations Unit, you will support the design and implementation of the external engagement strategy, and contribute to harmonisation or outreach activities, in particular towards a wide range of stakeholders, partners and donors. You will assist the development, drafting and distribution of situation reports, briefing notes, background material, liaising with technical units, partners and key stakeholders to ensure qualitative content and

timely dissemination. You will also support the Head of Office with meeting with external partners, elaborating talking points and ensuring efficient communication and information flow within the office, the operation and with key stakeholders of the Rohingya refugee response.

As part of the External Relations Unit, which is working in close coordination in Dhaka and Cox's Bazar, you will be supervised by the External Relations Officer in Cox's Bazar, or the Head of Office, who will provide guidance on procedures. External contacts will be with a broad range of partners and stakeholders, including inter alia, government, media, embassies, donors, UN agencies, NGOs and other national and international organisations, as well as the general public on matters of importance to the organisation. In a fast-paced and complex operation, with a dynamic environment, you will need to stay abreast of the challenges posed by the operational and political context in Bangladesh.

**Key responsibilities:**

- Stay abreast of the challenges posed by the political context, the UN and humanitarian reform, and institutional developments in the area of forced displacement and humanitarian operations.
- Assist in the implementation of a communications strategy that generates support for UNHCR's operations from external partners (e.g. the general public, governments, partners, media, academia, NGOs, private sector and persons of concern).
- Assist in the dialogue with donors and embassies and provide relevant information on UNHCR operations and financial requirements by organising regular briefings, bilateral meetings and missions and responding to donors' requests for information on an ad hoc basis.
- Through a consultative process with headquarters, disseminate information on UNHCR's global funding situation and mobilise additional funds to implement programmes and projects aimed at enhancing the quality of protection for persons of concern in the country operation.
- Assist in the coordination of the drafting of, situation reports, briefing notes, background material, talking points, fact sheets, press releases and articles.
- Participate on behalf of the Head of Office and other supervisors in inter-agency cooperation and communication strategies, initiatives and tools.
- Ensure the communication and information flow efficiently within the office and supports the Head of Office in defining key tasks and priorities. Provide analysis and research on the political, social and economic situation in the country.
- Draft speaking notes, organise briefing packs and prepare presentation material.
- Prepare and distribute minutes and assists in the organisation and facilitation of meetings.
- Propose events and initiatives (e.g. commercial, cultural, political and sports) to promote the work of UNHCR and take action as appropriate.

**Essential requirements:**

You need to hold an Undergraduate degree in Political Sciences, Social Sciences, International Relations, Journalism, Communications or another relevant field. You will need three years' relevant experience with an Undergraduate degree; or two years' relevant experience with Graduate degree; or one year of relevant experience with a Doctorate degree.

You must also:

- Be keen and demonstrate an interest in the United Nations and humanitarian issues
- Be resourceful, be able to use your initiative, tact and ability to establish and maintain good working relationships with persons of different national and cultural backgrounds
- Have excellent verbal and written communication skills
- Have excellent information technology skills, including word-processing, database applications, presentation software
- Have excellent organisational skills
- Have the ability to extract, interpret and analyse data and experience in analytical report writing
- Have the ability to resolve operational problems
- Have the ability to work in close partnership with a wide range of national and international partners/interlocutors

JPO opportunities are sponsored by country governments for the benefit of their own citizens. To be considered for this role you must therefore have **Permanent Entitled Status** to live and work in Jersey. Typically this means you:

- a) were born in Jersey and resident for a period of at least 10 years; or
- b) have been resident in Jersey for a continuous period of at least 10 years starting before you reached the age of 16; or
- c) are the child of a parent who was Entitled, arrived in Jersey before the age of 20, and have been resident for a period of at least 10 years

If in doubt about Permanent Entitled Status please consult the Control of Housing and Work (Jersey) Law 2012 or the Population Office for more information.

**Desirable:**

- Working knowledge of another UN language
- Experience residing and working in a developing country
- Experience delivering development or humanitarian programming
- Experience of working with refugees
- Experience of working with an NGO, especially in the field
- Experience working in public information and communications
- Experience working in donor relations

**Salary, Terms and Conditions:**

The basic salary starts at c. USD\$60,000 (UN Scale P2) with additional allowances for cost of living, housing and travel to and from the duty station with any recognised dependants.

**Application process:**

Please send a cover letter and CV to [r.carlotti@joa.je](mailto:r.carlotti@joa.je) by **5pm, Monday 6<sup>th</sup> May 2024**. JOA will shortlist potential candidates and send the list to UNHCR, who will conduct the final selection process for the post. Please note that the recruitment process takes time - it may take up to six months from submitting an application to taking up the post.

We hope the successful candidate will be able to commence their duties by the end of 2024.