



# UNHCR

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

## UNHCR Representation in China

### Vacancy Announcement

Office of the United Nations High Commissioner for Refugees (UNHCR) invites applications for the below post.

Functional Title : External Relations Associate  
Position No. : 10029468  
Contract/Grade : Fixed Term Appointment, G6  
Duty Station : Beijing, China  
Section/Unit : External Relations  
Entry on Duty : Immediate  
Duration : One year (extendable subject to satisfactory performance and availability of funds)

**Application closing date: 12 October 2018**

#### 1. General Background

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to provide protection (including assistance) and seek durable solutions for millions of refugees around the world. In the People's Republic of China, UNHCR registers and conducts refugee status determination for those seeking asylum, working to help refugees find solutions to their situations. UNHCR is involved with ensuring support for the protection of refugees, and works with Government authorities to build domestic capacity. In addition, it has a specific mandate for the prevention and addressing situations of statelessness.

#### 2. Organizational Context

The External Relations Associate will be supervised by the Associate External Relations Officer who defines work objectives and provides regular advice and guidance. The incumbent also receives advice and operational support from other senior staff and support units at the Country Office/HQ. External contacts are generally with a broad range of officials



**UNHCR**

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

from national and international institutions, media or general public involving the exchange of a wide range of information.

### **3. Responsibility**

- Provide background briefings to local and international media;
- Keep track of evolving issues concerning persons of concern to be able to suggest stories and topics for the media to cover;
- Provide daily briefings on local developments to the Head of Office and ensure that briefing materials from other offices are available;
- Accompany visits of foreign delegations and the media to refugee sites in the region, giving appropriate briefings, commentaries and prepare briefing material for visitors;
- Establish contacts with local organisations to promote general interest and understanding of refugee issue;
- Ensure that the office is kept informed of local developments which may have a political or operational impact on the office's activities;
- May be required to compile information and SitReps received from the Field Offices and/or sections within the Office and consolidate into weekly/monthly/quarterly report;
- Advise the Head of Office of local aspects of external relations policies;
- Perform other related duties as required.

### **4. Essential Minimum Qualifications and Professional Experience Required**

- Completion of Secondary education with certificate/training in Political or Social Sciences, International Relations, Journalism, Communication or other related fields;
- Minimum of 6 years of relevant work experience;
- Computer and IT skills (MS Office, website preparation etc.);
- Fluency in English and working knowledge of another relevant UN language or local language.

### **5. Desirable qualifications and competencies**

- Completion of UNHCR learning programmes or specific training relevant to the functions of the position;
- Knowledge of another relevant UN language.



# UNHCR

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

---

Applicants who wish to be considered for this vacancy should send their (i) motivation letter, (ii) CV, (iii) fact sheet\* and (iv) **signed** Personal History Form (available at <[http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR\\_Personal\\_History\\_Form\\_October-2017.zip](http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR_Personal_History_Form_October-2017.zip)>) by email to [chiho@unhcr.org](mailto:chiho@unhcr.org) with subject “External Relations Associate G6 (Post No. 10029468)” no later than 12 October 2018.

\* *For Internal Applicants only*

---

**Note:**

- 1) Incomplete applications will not be considered.**
- 2) Only those short-listed for interviews will be notified and invited for written test and interview.**