UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 18/2021

<table>
<thead>
<tr>
<th>Title of Post</th>
<th>Associate External Relations Officer</th>
<th>Category/grade</th>
<th>IIICA-1 (Equivalent to P2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Bangkok, Thailand</td>
<td>Type of contract</td>
<td>International Individual Contractor Agreement (UNOPS)</td>
</tr>
<tr>
<td>Effective date of assignment</td>
<td>As soon as possible</td>
<td>Date of Issue</td>
<td>18 May 2021</td>
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<tr>
<td>Contract Duration</td>
<td>Until 31 December 2021</td>
<td>Closing Date</td>
<td>1 June 2021</td>
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1. Organizational Setting and Work Relationships

The RTG, together with international agencies and non-governmental organizations, as well as other governments and private donors, have a long tradition of working together to address the protection, assistance and durable solutions needs of successive influxes of refugees from Cambodia, Laos, Vietnam, Myanmar and beyond.

UNHCR has been present in Thailand since 1975, and won its second Nobel Peace Prize in 1981 in part for its humanitarian and non-political efforts in South East Asia arising from the “boat people” crisis which impacted not only Thailand but the entire region. At present, Thailand continues to host some 91,806 refugees (as of October 2020, under reverification) from Myanmar in the nine RTG-run temporary shelters on the Thai/Myanmar border, in addition to approximately 5,000 urban refugees and asylum-seekers from over 40 countries, and some 475,000 persons registered by the RTG as stateless.

2. Duties

Under the direct supervision of the MCO Thailand Representative, Associate External Relations Officer is expected to perform duties listed below:

- Stay abreast of key developments and challenges in Thailand, the region, and globally, relating to refugees, asylum seekers, internal displacement, statelessness, and humanitarian operations.
- Liaise closely with all Units in Thailand to keep up-to-date on programmes and activities, and challenges and progress posed by the political, economic, and social context in order to gather and collate accurate information relating to the Operation.
- Develop and consolidate information for external and internal documents such as Fact Sheets, Global Appeal, Mid-Year and Annual Reports, Thailand’s Country Operation Plan, donor reports, and external updates.
- Assist in responses to donors such as narrative reporting, and visibility requirements.
- Act as focal point for donor visibility, and brand compliance across the Operation.
- Compile, draft, edit, and fact-check information and products submitted by Units for external dissemination.
In support of the Representative, act as focal point for activities relating to the United Nations Country Team in Thailand, and other inter-agency initiatives.

Conduct outreach activities on behalf of the Office such as presentations at schools and universities.

Liaise with Private Sector Partnerships colleagues on issues relating to public information.

Work closely with UNHCR regional PI/communications staff in South East Asia, and focal points in HQ on communications initiatives and messaging.

Act as a spokesperson for UNHCR, handling interview requests, and providing responses to requests from media relating to UNHCR and its work.

Draft talking points and messages for the Office, and for sharing with communicators at regional and global level.

Draft press releases, press lines, and ‘if-asked’ guidance notes, social media outputs, website content; working closely with colleagues across the operation, region and at HQ.

Produce and encourage colleagues across the operation to produce strategic and general interest news and human interest stories for dissemination to external audiences.

Maintain an up to date database of journalists and media organizations

Perform other duties as required.

3. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

- 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree
- Education Degree in Political or Social Science, International Relations, Refugee law, Journalism or other related fields
- Experience in (UNHCR) humanitarian operations in the field would be considered positively.
- Excellent writing and communication skills.
- Computer literacy: advanced computer knowledge and experience in the use of other software packages will be an added advantage.
- Knowledge of using multi-media materials to reach different audiences.
- Fluency in English. Knowledge of Thai is not essential but would be considered positively.
- Strong inter-personal and team skills
- Fund-raising and programming/programme management experience is advantageous
- Experience of working with social media is advantageous

Submission of Applications:

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: THABAHR@unhcr.org by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.
The Personal History Form and its supplementary sheet can be downloaded from: https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

Refugees – who cares? We Do