



UNHCR

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

Internal/External Vacancy Notice

Senior Corporate Communications Assistant (Brand Management), Corporate Communications Section, Division of External Relations

UNHCR, the UN Refugee Agency is recruiting for a General Service position in Copenhagen, Denmark. The successful candidate will be based in the UN City Copenhagen and working for the Corporate Communications Section as part of the Directorate of External Relations.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Vacancy Notice No:	CPH/VN/2018/008
Post Title:	Senior Corporate Communications Assistant (Brand Mgmt)
Category:	General Service
Position Number:	10026567
Duty Station:	Copenhagen, DENMARK
Remuneration:	Attractive salary at the G5 level and entitlements according to UN Staff Rules and Regulations.
Duration:	One year contract with possibility of extension
Application deadline:	09 December 2018

Organisational context

The incumbent will help raise the profile of UNHCR, embed the brand internally and work across different teams to promote an integrated approach and to inspire engagement with the brand strategy. S/he will work closely with members of the Corporate Communications Section, as well as with the Digital Engagement Section, Global Communications Service and the

Private Sector Partnerships Service. S/he will support the development of brand knowledge, confidence and consistency across the organization, as well as providing counsel on raising awareness of, and engagement with, UNHCR and its unique mandate. The incumbent will play their part in achieving UNHCR's strategic ambitions and in contributing to the protection of people forced to flee.

Duties and responsibilities

Accountability (key results that will be achieved)

- The Corporate Communications Section's role in providing brand support to colleagues across the globe via email, phone, Skype and WebEx is supported.

Responsibility (process and functions undertaken to achieve results)

- Work with UNHCR teams worldwide to embed brand knowledge, confidence and consistency.
- Contribute to the planning and development of UNHCR's global brand strategy.
- Create and maintain positive working relationships with stakeholders throughout the organization.
- Support the project management and evaluation of cross-organization integrated brand activity in line with UNHCR's strategic objectives.
- Deliver basic brand training globally via Skype and WebEx.
- Support the Chief of Corporate Communications and the Brand Manager in embedding UNHCR's brand in all communication activities.
- Contribute to the development of long-term plans by identifying new opportunities and trends in not-for-profit brand practice.
- Provide best practice advice on UNHCR's brand to colleagues and appointed freelancers and agencies.
- Perform other related duties as required.

Authority (decisions made in executing responsibilities and to achieve results)

- Use UNHCR's Brand Book, guidelines and other policies and procedures to deliver brand compliance support and on-brand materials.
- Access relevant information and reports that will inform brand decision-making.

Essential Minimum Qualifications and Professional

- Completion of secondary education with post-secondary certificate/training in a related field.
- Minimum 5 years of relevant working experience.
- Proven track record in managing brand, marketing or fundraising projects.
- Proven track record in managing multiple projects at the same time and delivering to tight deadlines.
- Excellent communication skills.
- Experience of delivering training sessions and presentations.
- Experience of using negotiation and persuasion skills successfully.
- Understanding of how to develop brand, marketing or fundraising propositions, key messages and calls to action.
- Fluency in English, with advanced writing and editing skills.

Required competences

- Negotiation and Conflict Resolution
- Planning and Organizing
- Stakeholder Management

Desirable Qualifications & Competencies

- Innovation and Creativity skills.
- Working knowledge of another relevant UN language or local language is desirable.

To apply

Applicants should submit the United Nations Personal History Form (P.11), including testimonials/degrees/certificates, their motivation letter and CV, while quoting **Vacancy Notice Number – CPH/VN/2018/008** in the subject line.

P11 forms are available at www.unhcr.org/recruit/p11new.doc

Applications should be submitted to:



UNHCR

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

HR/Vacancy Management Unit Copenhagen, e-Mail: dencocmuhr@unhcr.org

Closing date for receipt of applications: Sunday 9 December 2018.

Issued on 23 November 2018