



UNHCR

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

Terms of Reference

Associate Brand Officer, International Specialist IICA I (UNOPS)

Corporate Communications Section

UNHCR is recruiting for an International Specialist position in our Copenhagen, Denmark office. The successful candidate will be based in UN City, working in the Corporate Communication Section in the Division of External Relations.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance like shelter, food and water, and develop solutions that ensure people have a safe place to call home where they can build a better future. 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/2019/011

Title: Associate Brand Officer

Contract Type: International Specialist, IICA I (equivalent to P2)

Duty Station: Copenhagen, Denmark

Duration: 1st March 2019 – 31st December 2019

Application Deadline: Sunday 3 February 2019 Midnight

Organizational context

The Corporate Communication Section advances the organizations strategic and communications objectives through research, big data capture and analysis, insight sharing, leading on UNHCR's global brand, and internal communications. We provide guidance, we inform Key Performance Indicator development, and we foster integrated working. The team is headed by the Chief of Section, based in Geneva, and includes three functions: 1. Communications monitoring, analysis and research (based in Copenhagen), 2. Internal communications (based in Geneva) and 3. Brand (based in Copenhagen).

The position

We are seeking a proactive, persuasive, organized team player, with brand, fundraising, marketing or account management experience and a strong interest in refugee issues. Your

goal will be to make sure that all the tools, guidance, advice and proactive support are in place to ensure all UNHCR's materials reflect our brand consistently and coherently. You will help to raise the profile of UNHCR, to embed the brand internally and to support the development of brand knowledge, confidence and consistency across the organization. You will play your part in achieving UNHCR's strategic ambitions and in contributing to the protection of people forced to flee. The position is line managed by the Brand Manager.

Duties and responsibilities

Accountability

- Work with UNHCR teams worldwide to embed brand compliance, knowledge, and confidence.
- Create and maintain positive working relationships with stakeholders throughout the organization.
- Strengthen the Corporate Communications Section's role in providing brand support to colleagues across the globe.

Responsibility

- Proactively manage global brand compliance through the development of innovative tools and guidance as well as direct advice and support.
- Ensure that UNHCR's brand is conveyed simply, clearly and consistently across all touchpoints, both internal and external.
- Provide best practice advice on UNHCR's brand to colleagues and appointed freelancers and agencies.
- Contribute to the planning and development of UNHCR's global brand strategy.
- Contribute to the development of long-term plans by identifying new opportunities and trends in not-for-profit brand practice.
- Perform other related duties as required.

Authority

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

Essential minimum educational level, qualifications and professional experience required

- Completion of an undergraduate degree.
- Minimum three years of professional experience in marketing, fundraising, brand or account management.
- Have a proven track record in managing brand, marketing or fundraising projects.
- Be fluent in English, with advanced writing and editing skills.
- Have excellent communication skills with strong aptitude for negotiation, persuasion, influencing and building consensus.
- Ability to deliver high-quality work in a fast-paced environment, with high levels of personal organisation and excellent attention to detail.
- Experience of training others and of presenting to groups of all sizes both in person and online.
- Have strong problem-solving skills, demonstrating a mix of evidence-based decision-making balanced with pragmatism, innovation, flexibility and common sense.
- Skilled in simplifying potentially complex concepts and processes for lay audiences.
- Ability to prioritize workload and to deliver results with minimum supervision.
- A team player with a strong work ethic, able to maintain an optimistic, confident and can-do approach with all stakeholders.

Competencies

- Team Working
- Communication skills
- Inter-personal skills
- Innovation and Creativity
- Technological Awareness
- Planning and Organizing
- Stakeholder Management
- Working knowledge of another relevant UN language or local language is desirable.

Location

The successful candidate will be based with the Corporate Communications Section at UN City in Copenhagen, Denmark.

Conditions

It is a full-time role with working hours from 8.30am to 5pm, Monday to Friday (40 hours per week, with a half-hour break for lunch).

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to: DENCOCMUHR@unhcr.org indicating “**Associate Brand Officer (UNOPS)**” in the subject of the email.

Link to P11 form: www.unhcr.org/recruit/unhcr-phf.docm

Closing date for receipt of applications: **Sunday 3 February 2019 Midnight**

ISSUED ON 18 January 2019