# Vacancy Notice

Associate Communications Officer

Private Sector Partnerships (PSP) in Denmark

UNHCR Copenhagen

Denmark

*Do you want to communicate about people forced to flee?*

*UNHCR, the UN Refugee Agency, is the world’s leading organization supporting and protecting refugees and forcibly displaced people, and we are looking for a new colleague for our external communications and media work in Denmark.*

*At a time when more than 100 million people have been forced to flee their home across the world, our work is more important than ever, yet we depend on support and commitment from governments as well as the general public and the private sector – also in Denmark. This requires us to have stronger visibility in the public domain.*

*Based in UN City in Copenhagen, which houses several of UNHCR's key global functions, you will head and build this strategic priority, liaising closely with communications colleagues in Denmark, the Nordics and globally. You will be impacting one of the most urgent global agendas and have a unique opportunity to strengthen your competencies and professional network with leading international experts in a dynamic workplace.*

**Title**: Associate Communications Officer

**Duty Station**: Copenhagen, Denmark

**Contract** **Type**: LICA-9 (equivalent to P-2/NO-B)

**Duration**: contract until 31 December 2023 (renewable yearly contract)

**Application start date**: 15 May 2023

**Application closing date**: 04 June 2023

## Organizational context

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees and to find durable solutions to their plight. During more than seven decades, UNHCR has helped more than 84 million people restart their lives. Today, UNHCR staff in more than 135 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

UNHCR has relocated several key functions from our Headquarters in Geneva to UN City in Copenhagen, including UNHCR’s Private Sector Partnership Service (PSP), which supports UNHCR’s growing engagement with the general public and the private sector in all regions of the world.

This position sits within UNHCR’s Private Sector Partnerships team covering Denmark (PSP Denmark), established in 2018 with the aim of building UNHCR’s engagement in Denmark through compelling fundraising and engagement campaigns targeting the general public and through innovative partnerships with Danish foundations and corporates.

UN City in Nordhavn, Copenhagen, currently hosts 11 UN organizations with 1,500 staff representing more than 100 nationalities.

## The position

PSP Denmark is experiencing strong results and continued growth opportunities. It is therefore vital to boost UNHCR’s visibility and media exposure through a new dedicated communications function.

To head and build this strategic priority, we are seeking a dynamic, skilled and experienced new colleague who can put UNHCR’s global work and key messaging on the agenda in the Danish media and other channels, especially during emergencies and other media moments.

All efforts will be developed in close alignment with UNHCR’s Nordic & Baltic office in Stockholm, covering Denmark, and will also involve collaboration with UNHCR’s global network of spokespersons and communication experts.

The PSP Denmark team works in a very informal and collaborative manner with strong focus on flexibility and trust.

## Scope of assignment

## Reporting to the Head of PSP Denmark and working closely with the rest of the PSP Denmark team, the tasks of the Associate Communications Officer will be the following:

* Set the strategic direction for growing UNHCR’s visibility and media exposure in Denmark in order to mobilize increased private support for UNHCR’s global operations in support of refugees and other forcibly displaced people;
* With a proven ability to identify key media moments and news-worthy stories continuously frame and pitch to leading media outlets (print, digital, multimedia), and soft media as relevant, compelling content about UNHCR’s global operations and specific global themes;
* Develop and maintain a strong strategic network amongst relevant journalists/editors in leading Danish media outlets and soft media, organize field visits for journalists and explore potential media partnerships;
* Support in producing piece-to-camera for public engagement or fundraising appeals, either in Denmark or on location, especially during emergencies, in close collaboration with UNHCR Public Information experts or fundraising communication colleagues;
* Translate global press releases and develop local press releases for Danish media;
* Maintain and further develop relevant parts of UNHCR’s Danish website including production of articles and compelling stories, or translation of global content;
* Contribute to strategic development of the use of UNHCR’s social channels in Denmark, incl. engaging UNHCR’s communities on those channels;
* Draft and pitch articles or opinion pieces on global themes relating to forced displacement;
* Contribute to UNHCR’s participation in events, as relevant, including through moderation and engagement with the media;
* Set goals and KPIs and continuously monitor and evaluate results and contribute to quarterly and annual reporting and planning;
* Support with any other external communication efforts of the team;
* Perform any other related duties/tasks as required.

## Essential minimum qualifications and professional experience required

The ideal candidate will be required to have:

* Degree (accredited by UNESCO) in Journalism, Communications, or a related field;
* Minimum 3 years of relevant work experience with an Undergraduate degree (equivalent of a Bachelor’s); 2 years relevant work experience with a Graduate degree (equivalent of a Master’s); or 1 year relevant work experience with a Doctorate degree (equivalent of a PhD).

**Essential:**

* The ideal candidate has substantial experience working with similar tasks. This could be an experienced journalist, Press or Communications Officer or similar;
* Excellent communication (written and verbal) as well as presentation skills and experience with drafting communications materials for a range of audiences;
* Ability to understand and repurpose complex information into compelling key messaging suitable for external communication;
* Experience of pitching to and working with journalists, or in a media environment;
* Personal network amongst journalists and editors in Denmark;
* Experience with handling sensitive issues with the media given that a number of the crises where UNHCR is responding are highly complex and fluid;
* Strong interpersonal and networking skills, and ability to navigate complex internal processes and manage relationships with multiple stakeholders, internally and across UNHCR teams globally;
* Ability to juggle and prioritize multiple tasks and meet deadlines, sometimes under time pressure, within a collaborative team environment;
* Proficient in Microsoft Office – i.e., Word, Excel, PowerPoint, SharePoint – and confident user of various digital platforms such as social media channels and website CMS (e.g., WordPress);
* Fluency in English and Danish.

**Desirable:**

* Experience of, or a passionate interest in, refugee or broader humanitarian work;
* Awareness of safeguarding principles when working with vulnerable people;
* Experience with moderating events;

## Location

The successful candidate will be based with the PSP Denmark team located in UN City in Copenhagen, Denmark.

## Conditions

The position is associated with a yearly contract, valid until the end of the year and with possibility of renewal on a yearly basis. It is a full-time role, from Monday to Friday (40 hours per week).

The salary is in line with the local UN NO salary scale.

**Special note:**

## Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19 by a vaccine that is approved by WHO.

## To apply

Please apply on UNHCR’s Career/HR page, to [Careers (myworkdayjobs.com)](https://unhcr.wd3.myworkdayjobs.com/External/job/Copenhagen-HQ-Denmark/Associate-Communications-and-Press-Officer_JR2318560). Only shortlisted candidates will be contacted and invited to the next stages of the recruitment process. For more information, please check UNHCR’s websites ([www.unhcr.org](http://www.unhcr.org) and [www.unhcr.dk](http://www.unhcr.dk).)

For further questions on the content of the job, you may contact the Head of PSP Denmark, Ms. Eva Raabyemagle at [raabyema@unhcr.org](mailto:raabyema@unhcr.org).

**Only short-listed applicants will be contacted. A written test and interview will be included in the recruitment process.**

*The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.*