



Vacancy Notice

Reference no.: VN/HUNBU/PI/2012/001

Assistant Public Information Officer, NOA

Temporary Appointment in part-time capacity (50%) in Budapest, Hungary

The United Nations High Commissioner for Refugees (UNHCR) has a mandate for the protection of asylum seekers, refugees and stateless people worldwide. The Refugee Agency's regional office at Budapest covers Bulgaria, the Czech Republic, Hungary, Poland, Romania, Slovakia and Slovenia.

There is an opportunity for a temporary assignment to the post of Assistant Public Information Officer (NOA level) on a part-time basis to job share in fifty percent capacity at the Regional Representation for Central Europe (RRCE) in Budapest. The starting date will be 1 April 2012 for a period of three months, until the end of June 2012. There may be the possibility of further extensions.

Under the supervision of the Senior Regional Public Information Officer and in close coordination with the other part-time Assistant Public Information Officer, the incumbent is expected to:

- Coordinate a communications programme to support UNHCR's advocacy objectives in Hungary, and raise awareness on refugee issues.
- Coordinate the production and dissemination of information materials for the region; manage the Hungarian language website and assist in editing the English regional website;
- Organise a programme of events to mark World Refugee Day in Hungary, and provide support to other countries in the region.
- Develop and maintain a network of contacts in the Hungarian media and facilitate coverage of key events and issues;
- Identify and write stories on refugee issues; coordinate photo missions, help produce video and other material and contribute content to various UNHCR media platforms.
- Liaise with the media and facilitate coverage of events and issues in the media; liaise with Hungarian institutions and NGOs;
- Develop and maintain external contact lists and other systems to ensure the smooth functioning of the Regional PI Unit;
- Draft reports, articles, speech notes and other materials.
- Assist with other duties as directed by the Senior Regional Public Information Officer.

Requirements:

University degree in journalism, communications or related field, excellent knowledge of Hungarian and English, demonstrated experience in the field of communications. Good organisational skills and the ability to write clear journalistic copy in English and Hungarian. Applicants must have Hungarian citizenship.

Application details:

Please send a cover letter briefly setting out your motivation and suitable experience for the post, a filled P-11 form and a CV to Gyula Kiss, Senior HR Associate: kissgy@unhcr.org. The P-11 (personal history) form can be downloaded from <http://www.unhcr.org/recruit/p11new.doc>. The subject line should indicate the vacancy reference no.: VN/HUNBU/PI/2012/001.

Deadline for application: **17 February 2012.**

Late applications will not be accepted.

Only short-listed candidates will be contacted for interview.