

# Advertisement

Junior Professional Officer

Associate External Relations Officer (P2)



UNHCR, the UN Refugee Agency

Closing date:  
29 March 2026

## I General information

<b>Title:</b>	Associate External Relations Officer
<b>Country:</b>	Iran, The Islamic Republic of
<b>Location (City):</b>	Tehran
<b>Agency:</b>	UNHCR, the UN Refugee Agency
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to a maximum total of 3 years
<b>Grade:</b>	P2 step 1 in the first year

This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed **exclusively** to **PEOPLE WITH DUTCH NATIONALITY (The Netherlands)**.

**Maximal age limit is 32 years as of 31 December of the year of application.**

For the minimum qualification requirements see the website of Nedworc Foundation:

[Junior Professional Officer Programme - Nedworc Foundation](#)

**Please read the criteria and FAQ section carefully before considering applying**

## II Duties and responsibilities

The Associate External Relations Officer will support the needs of the operation in terms of analysis and reporting, and UNHCR's engagement with donors, partners, and stakeholders to strengthen resource mobilization and advocacy efforts in Iran. The role focuses on supporting drafting materials for the operation, maintaining effective communication with embassies and donor agencies, preparing high-quality reports and briefing materials, produce analytical documents, and organizing events that promote UNHCR's work and visibility. The incumbent will contribute to partnership development, identify funding opportunities, and assist in drafting materials, coordination and meetings. This position requires strong analytical and drafting skills, the ability to manage multiple priorities, and a proactive approach to building relationships in a complex humanitarian context.

**Desired Candidate Profile:**

- Previous experience in the humanitarian field, preferably in a refugee setting, and working in a politically complex context is highly advantageous.
- Exceptional organizational skills, including the ability to prioritize and manage multiple tasks efficiently and effectively.
- The ability to adapt and be proactive in balancing independent work within the dynamic workflow of the team.
- Strong capability to build and maintain relationships with internal and external counterparts to contribute meaningfully to drafting and reporting requirements, while keeping track of key deadlines and dates.
- Proficient analytical skills to detect and propose potential contribution opportunities, both financial and non-financial partnerships.
- Experience in organizing multi-stakeholder events or practical/logistical skills to facilitate missions and meetings, especially with external counterparts.
- Knowledge of the Iran context, including regional and refugee situation, would be an advantage.
- Excellent drafting skills in English and ability to quickly proofread and edit documents. Design skills would be considered an advantage.

**Responsibilities (Summary of duties/tasks):**

- Stay abreast of the challenges posed by the political context, the UN and humanitarian reform, and institutional developments in the area of forced displacement and humanitarian operations.
- Assist in the dialogue with donors and embassies and provide relevant information on UNHCR operations and financial requirements by organizing regular briefings, bilateral meetings, missions and responding to donors' requests for information on an ad hoc basis.
- Through a consultative process with headquarters, disseminate information on UNHCR's global funding situation and mobilize additional funds to implement programmes and projects aimed at enhancing the quality of protection for persons of concern in the country operation.
- Assist in the coordination of the drafting of situation reports, briefing notes, background material, talking points, fact sheets, press releases and articles.
- Support in narrative and financial reports on contributions in compliance with specific donor requirements.
- Participate on behalf of the Unit Head and other supervisors in inter-agency cooperation and events, initiatives and tools when requested.
- Support in the organization of proposed initiatives (e.g. commercial, cultural, political, etc.) to promote the work of UNHCR and take action as appropriate.

- Promote visibility of UNHCR’s work and advocate for support for the people of concern through providing inputs for external content tailored to the needs and requirements of the donors of the operation.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

### III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Develop advanced skills in situational analysis, media analysis, reporting, donor relations and external communications within a humanitarian context.
- Gain proficiency in drafting high-quality Talking Points (TPs), briefing notes, reports and advocacy materials tailored for diverse stakeholders.
- Acquire practical experience in organizing and managing multi-stakeholder meetings and events and missions if applicable
- Strengthen analytical capabilities to identify partnership opportunities and assess funding trends.
- Enhance knowledge of humanitarian coordination mechanisms and UNHCR’s role in the global refugee response.

The JPO training programme includes the following learning elements:

- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

### IV Supervision

**Title of supervisor: Senior External Relations Officer**

#### **Content and methodology of supervision**

The supervision will be effectuated through:

- **Regular Check-ins:** Weekly one-on-one meetings to review progress, clarify priorities, and address challenges.
- **Evaluation Procedures:** Formal mid-year and annual performance reviews aligned with UNHCR’s Performance System, focusing on objectives, competencies, and learning goals.
- **Methods:** Combination of in-person and virtual meetings, collaborative planning sessions, and shared access to task management tools for transparency and accountability.

- **Mentorship:** Continuous guidance and coaching, with opportunities for professional development through UNHCR's JPO network and internal learning platforms

## V Required Qualifications and Experience

**Age limit:** Maximal age limit is 32 years as of 31 December of the year of application.

### Education:

Master degree or equivalent in International Relations, Political Sciences, Social Sciences or related fields.

In exceptional cases candidates with a Bachelor's degree plus a minimum of 4 years relevant working experience can be considered.

### Working experience:

Minimum of 2 years of relevant professional experience after obtaining the first university degree (4 years in case of Bachelor degree) , ideally in:

- External Relations, Donor Engagement, or Public Information within humanitarian or development organizations.
- Experience in drafting reports, briefing notes, and advocacy materials for diverse stakeholders.
- Practical involvement in organizing events, missions, or multi-stakeholder meetings.

Exposure to complex political or refugee contexts is an asset.

Experience may be obtained in international organizations, NGOs, government agencies, or similar entities operating in humanitarian or development settings.

Work experience within the UN system should not exceed 1 year, including UNV, (paid) UN internship and UN consultancy.

All paid work experience since obtaining Bachelor's degree will be considered.

Full-time internship or relevant voluntary (non-paid) work is counted at 50%. Part-time internship or relevant voluntary (non-paid) work is counted at 25%.

### Languages:

**Essential:** English

**Desirable:** Working knowledge of any other UN language (Arabic, Chinese, French, Russian or Spanish)

### Key competencies

- Strong drafting and editing skills for High-Level Officials, external stakeholders, donor-oriented communication materials.
- Ability to manage multiple priorities under tight deadlines in a dynamic environment.

- Skilled in stakeholder engagement and relationship-building with donors and partners.
- Analytical ability to identify key information for media, policy and political analysis, funding opportunities and assess donor trends.
- Proficiency in organizing high-level events and coordinating logistical arrangements.

## **VI Background information on UNHCR in Iran**

### [UNHCR Iran website](#)

The Islamic Republic of Iran has generously hosted forcibly displaced persons for over 40 years. Despite numerous challenges, and in the absence of equitable international responsibility sharing proportionate with the number of people being hosted, the country has upheld refugee-inclusive policies, ensuring continued quality access to essential public services, in particular including healthcare and education. In 2024, some 3.8 million people are recognized as refugees and refugee-like, making Iran the largest refugee-hosting country in the world.

Despite economic challenges, the Government of Iran has maintained its inclusive policies, enabling refugees and undocumented Afghans to access health and education services within the national system. UNHCR supports the Government through the provision of protection and humanitarian assistance for refugees and also contributes to enhancing national services, which benefit persons of concern and host communities in urban areas and in the 20 refugee settlements across the country.

Following the deterioration of the security and humanitarian situation in Afghanistan in August 2021, UNHCR rapidly scaled up its operation in Iran to respond to the large number of Afghans seeking safety in the country. Despite challenges, Iran has maintained its inclusive approach, providing forcibly displaced Afghans access to healthcare and education within the national systems as well as livelihood opportunities. However, economic challenges and an increased refugee population are making it harder for the Government of Iran to sustain its support and amplified their calls for improved international solidarity and responsibility-sharing to better assist refugees.

In the absence of short to medium-term opportunities for durable solutions, the majority of Afghans in Iran will remain reliant on both external assistance and the continuation of inclusive policies extended by the Government of Iran in areas of health and education. Against this backdrop and in a domestic and wider context which is increasingly constrained and polarized, the most strategic 'investment' is through international responsibility-sharing with a focus on promoting social cohesion and resilience, using humanitarian-development nexus approaches. Initiatives to bolster the resilience of Afghans are particularly critical, promoting participatory and community-based empowerment approaches, which equip them with the tools to overcome challenging circumstances themselves.

UNHCR's Iran operation is guided by the "Solutions Strategy for Afghan Refugees" (SSAR). The SSAR is the result of a quadripartite consultative process initiated in 2012 between Afghanistan, Iran, Pakistan, and UNHCR to identify and implement lasting solutions for Afghan refugees in the region. The SSAR is a regional multilateral platform that offers a comprehensive and integrated framework for joint interventions aimed at facilitating voluntary return and sustainable reintegration, while at the same time assisting host

countries. Denmark was one of the first countries to have joined the SSAR Support Platform core group established in 2020 to mobilize a diverse range of key stakeholders, galvanize political, financial, and technical support for the SSAR's implementation, and raise visibility of the Afghan situation.

In the context of the Solutions Strategy for Afghan Refugees (SSAR), the planned response aligns to SSAR Pillar 3: Enhanced support for refugee-hosting communities, preserving protection space in host countries and third country solutions, and is in keeping with Denmark's Membership and active participation in the Global Core Group of the SSAR Support Platform which serves to 'galvanize structured regional coordination to increase political, financial, and technical support from existing and new partners for the SSAR'.

The Refugee Response Plan (RRP) for the Afghanistan situation was first developed in 2021, initially as a 6-month Refugee Preparedness and Emergency Response Plan, to support a coordinated response to Afghan refugees seeking international protection in neighboring countries (Iran, Pakistan, Tajikistan, and Uzbekistan). Annual RRP's have subsequently been developed for 2022 and 2023 respectively, covering the whole of the refugee response in Iran and spanning the assistance spectrum. For 2024, a [multi-year RRP was developed covering the period 2024-2025](#). The transition to a multi-year plan better aligns with the protracted situation of Afghans in Iran, helps contribute to more sustainable/longer-term outcomes, and lightens the planning and reporting process for partner organizations. In conjunction with RRP partners, UNHCR prioritizes the adoption of humanitarian-nexus approaches to Afghans displaced in Iran, particularly those in situations of protracted displacement. UNHCR supports the Government in maintaining its inclusive policies by strengthening health and education systems and service provision in refugee hosting areas. In the spirit of international responsibility sharing embodied in the Global Compact on Refugees (GCR), UNHCR acts as a catalyst and facilitator for the engagement of development actors on forced displacement; leverages the influence of development actors for protection and policy advocacy with governments; gradually links services for refugees with national systems; or expands support for self-reliance. As such, and especially in protracted refugee situations, UNHCR works towards reducing humanitarian needs while laying the foundation for long-term development, in a humanitarian-development nexus approach.

## **VII Information on living conditions at Duty Station**

UNHCR is present in Iran through its Country Representation in Tehran, three Sub-Offices (Mashhad, Kerman, Shiraz), a Field Office in Tehran, and two Field Units (Esfahan and Dogharoun).

Tehran is a B-category duty station (Family duty station).

Certain aspects of working/living conditions in Iran could be affected by the ongoing sanctions. Issuance of entry visa and residence permit for international staff and his/her dependents/family members is subject to the approval of the Government, for which the process can take 2-3 months. International staff and their family members residing in Iran are required to follow the cultural practices in Iran, which include the donning of culturally appropriate dress, particularly for women.

Iranian schools only teach subjects in Farsi. There are a few privately owned schools offering curriculums in English in Tehran. There are also some Embassy schools such as French Embassy School, and Italian Embassy offering courses in their native language. German Embassy School, in its international section, provides classes in English up to grade 8, which is open for any nationals. This school is a candidate school for the International Baccalaureate (IB) Primary Years Programs KG1 to 5, but as of October 2022, no international schools in Iran offer IB curriculum.

Similarly, the Pakistan Embassy School and Indian Embassy School also offer courses in English, which however are open only to nationals of the respective countries. There can be changes regarding international schools in Iran and international staff members are constantly updated on the most recent developments.

In Tehran, pharmacies, shops, shopping malls, markets, cafes/restaurants, etc. are available. Staff can purchase basic commodities, groceries, household items, and clothing, while some foreign products / international food items may be less easily available or available with higher costs. Living costs in Tehran are on the rise with some 40% inflation rates annually. Iranian banks are available and accessible to foreign nationals through a required process. There are several hospitals and clinics offering medical services to Iranians and foreign nationals alike, although, at times the language can be a barrier for international staff who do not speak Farsi. Staff live in private accommodation – different options are available with varying rental prices.

There is one international airport and one domestic airport in Tehran and several cities around Iran. For in-country travel, there are multiple domestic flights and trains connecting Tehran to cities/towns across the country, including where UNHCR has offices. When required, the office also use road missions. Direct international flights are connected to a number of countries with several airlines.

The security situation in Iran remains stable despite recent events and the uptick in the confrontation with Israel after May 2024. The highest projected risk in Iran is assessed as "medium" (SRM). All UNHCR offices are located in the security area "central" and share the same levels of risk. You can find more about the security situation and protocols in Iran on UN Department of Safety and Security page:

<https://unsmin.dss.un.org/TRIP/TRIP-Introduction/TRIPFileDownload/Data/K3jet9mwnuNuiZHaxA9i5AIn30TLgwIE>

There is significant air pollution in urban areas in almost all provinces in Iran. This is a risk mainly to those suffering from pre-existing respiratory and cardiovascular conditions, children, pregnant women and the elderly. Tehran is one of the most air polluted cities in the world and has been ranked 12th among 26 megacities in terms of ambient PM10 levels.

For daily updates on the air quality in various locations within Tehran, please visit the website of Tehran Air Quality Control Company at

<http://airnow.tehran.ir/home/OnlineAQI.aspx>

**Living/working conditions in Iran could evolve and can be subject to change.**

## **VIII How to apply**

Applications must be sent through UNHCR's website [Careers](#) before the closing date 29 March 2026.

Access [www.unhcr.org](http://www.unhcr.org) website and click on “Get Involved > Work With us > Careers with UNHCR” link at the upper right corner, then on “See current UNHCR Vacancies”. The vacancy can be searched with the “JPO” keyword.

<https://unhcr.wd3.myworkdayjobs.com/External>

Applicants will receive an automated acknowledgement of receipt after their submission. For general information on the JPO Programme please consult UNHCR webpage:

<http://www.unhcr.org/junior-professional-officer-programme.html>

Only shortlisted candidates will be contacted.

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.

**Please be reminded that only nationals of the Netherlands will be considered for this position.**