

**Congressional Affairs Assistant – TEMPORARY POSITION
Washington, D.C.**

The United Nations High Commissioner for Refugees (UNHCR) seeks a temporary Congressional Affairs Assistant to work in its Regional Office in Washington (ROW) through December 31, 2012. The Assistant will help the External Relations unit of ROW in extending its education and outreach to the U.S. Congress. The Assistant will play a key role in establishing and enhancing relationships with congressional offices; educating congressional offices on the needs of refugees and the efforts of UNHCR to protect and assist vulnerable persons worldwide; coordinating with NGOs in their advocacy efforts; conducting background research on issues of concern; and ensuring timely follow-up to congressional inquiries. The position requires a dynamic team player with a strong understanding of the U.S. legislative process.

Responsibilities of the Assistant will include:

- Helping create a strategic plan for the ROW External Relations unit to increase awareness by congressional members and staff on UNHCR's mandate and operations, and on humanitarian issues generally;
- Assisting in the preparation of one or more congressional delegations to visit UNHCR field operations;
- Identifying and researching key congressional members, staff, and committees;
- Providing regular information to congressional offices on UNHCR operations, thematic issues, and populations of concern;
- Providing ROW staff with information and materials needed for constructive and thorough meetings with congressional members and staff;
- Preparing general information documents for use by ROW staff and other interested parties;
- Performing administrative tasks aimed at facilitating and maintaining effective contact with congressional offices

Position Requirements:

- University degree in political science, public policy, or related field; advanced degree preferred;
- Strong understanding of U.S. Congress required, prior Hill experience preferred;
- Awareness of U.S. national and local political climate;
- Minimum of 3-5 years of relevant experience in government relations/public affairs;
- Knowledge of humanitarian assistance and/or human rights; field experience desirable;
- Excellent oral and written English ability

APPLICATION DEADLINE: February 15, 2012

Send cover letter, resume, and references to:

Senior Finance/Administrative Associate

UNHCR

1775 K Street, NW, Suite 300

Washington, DC 20006

FAX – (202) 296-5660

E.MAIL – usawaadm@unhcr.org

NO PHONE CALLS PLEASE