

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

VACANCY ANNOUNCEMENT – National Officer (NO-B)
Communications/Advocacy Analyst
Jerusalem/OCHA oPt

Salary: Competitive Local United Nations Contract (National Officer – B)
Starting date: As soon as possible
Initial length of contract: 1 year, with possibility of extension

The United Nations Office for the Coordination of Humanitarian Affairs in the occupied Palestinian territory (oPt) is seeking a qualified Communications/Advocacy Analyst for its office in Jerusalem/oPt.

Under the guidance and direct supervision of the Humanitarian Affairs Officer/Advocacy, the Communication Analyst in the OCHA office in the occupied Palestinian territory (oPt) implements the OCHA global communications/public information and advocacy strategy, as well as provides inputs to the design, management and implementation of the OCHA oPt communications/public information and advocacy strategies which are geared to influence the humanitarian agenda, promote public and media outreach and advocacy for the humanitarian situation in the oPt.

If required, the Communication/Advocacy Analyst may supervise and lead the communication/advocacy staff in the OCHA oPt office and works closely with various Units/Field Offices of the OCHA oPt, the relevant Branches/Sections of OCHA New York and Geneva, UN agencies, NGOs, government authorities, international and local media, subject matter experts, multi-lateral and bi-lateral donors and civil society, ensuring successful OCHA communication/public information/advocacy strategy implementation.

The incumbent will be responsible for the following duties:

Assists the Unit in planning and designing of internal and external communications/public information strategies for OCHA oPt office and assist in developing joint strategies and common messages together with UN agencies, NGOs etc;

The tasks include;

- Preparation and conduct of communication and public information needs assessments for OCHA oPt;
- Drafting/editing of OCHA oPt communications and outreach strategy based on the overall OCHA communications/public information strategy, in consultation with the Advocacy and Information Management Branch, OCHA New York.
- Representing the Unit in the Senior Management Meeting within OCHA oPt;
- Preparing/writing and following up project proposals in support of the strategy;
- Organising a UN (or wider humanitarian community), communications group, convening regular meetings to exchange information, review needs for common PI/advocacy among UN agencies and the humanitarian community;

Ensures implementation of the OCHA oPt communications/public information/advocacy strategy and activities, working with national, regional and international media, maintaining

media coverage of humanitarian issues in-country and region, and act as the media relations coordinator. The tasks include;

- Maintaining up-to-date media lists;
- Monitoring and reporting on national, regional and international media, including Israeli and/or Palestinian media;
- Act as OCHA official spokesperson to national, regional and international media, including Israeli and Palestinian media;
- Promoting media coverage of humanitarian emergencies and the Emergency Relief Coordinator/Under-Secretary-General for Humanitarian Affairs and high-level visits, statements and activities;
- Coordinating press and public events, such as press conferences, interviews, the launches of OCHA and/or UN publications, e.g. the Consolidated inter-Agency Appeals and a speaking tour abroad targeting parliament members, donors and NGOs;

Drafts, writes, produces and/or oversees production and distribution of print and audiovisual communication products (press releases, press kits, speeches, feature articles, brochures, backgrounders, posters, radio public service announcements, audio programmes, TV spots and programming) : the tasks include;

- Proposing topics, undertake research, determine target audience;
- Preparing a production plan, coordinating design and printing with the relevant experts (cameramen, designers, editors etc) and organize distributions;
- Drafting press releases in English and Arabic.
- Providing translation and editing support in English/Arabic and/or Hebrew as needed;

Responds to information requests and provide timely information to media, UN agencies, the relevant OCHA sections, NGOs, donors, government and other audience; The tasks include;

- Ensuring distribution/dissemination of OCHA public information/advocacy outputs;
- Liaison and follow up with various audiences;
- Organising visits (including the field visits)and giving briefings/presentations on the humanitarian situation in the oPt to various audiences in English and Arabic and/or Hebrew;

Managerial Functions in support of the Humanitarian Affairs Officer/Advocacy;

- People Management through recruitment, performance and career management of GS staff to motivate and promote organizational excellence; learning Management including establishing Unit Learning Plans and ensure staff supervised meet their development needs while meeting the needs of OCHA oPt.
- Resource Management by providing strategic and data inputs into the Bureau/Office budget preparation exercises and managing sub-allotments issued to unit and/or specific activities within the unit.
- Matrix Management by ensuring product/results handovers and consultations within prepared and executed as well as effective and efficient management of a multitude of partnerships with external actors and clients.

Competencies:

A. Corporate competencies:

- Demonstrates integrity by modeling the UN’s values and ethical standards;
- Advocates and promotes the vision, mission, and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;

B. Managerial competencies:

- Ability to lead the Unit effectively and shows conflict resolutions skills;
- Ability to consistently approaches work with energy and a positive, constructive attitudes;
- Builds strong relationships with clients and external actors;
- Demonstrates openness to change and ability to manage complexities;

C. Technical/Functional competencies:

- Ability to implement communications and publications strategies;
- Ability to advocate effectively;
- Communicates sensitively and effectively across different constituencies;
- Demonstrates excellent ability to write and communicate orally with accuracy and professionalism;
- Good knowledge of current humanitarian issues, particularly those pertinent to OCHA’s Mandate;
- Ability to conceptualize issues and analyze data.

Education:

Advanced university degree (Master’s degree) in Political or Social Science, International Studies, Journalism, Communications, Law, Education, or other relevant field. Or equivalent combination of education (Bachelor’s degree) and working experience;

Experience

- Minimum of two (2) years of relevant professional experience in public relations, communications, advocacy, humanitarian affairs, emergency preparedness, crises/emergency relief management, or other related areas (with an advanced university degree); or four (4) years with Bachelor’s degree.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages;
- Experience in dealing with media;

Language requirements:

Fluency in English and knowledge of Oral/Written Arabic and/or Hebrew.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: ochaopt@un.org.

Alternatively, applications can be sent by fax to: (+972) 2-582 5841

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.

2. Completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. The UN P-11 form can be found on OCHA's website: www.ochaopt.org

It would be appreciated your stating your full name and the exact job title as the subject in your e-mail application.

All posts are subject to availability of funds.

Diploma of completed University degree may be requested in due course.

Only qualified candidates should apply and only those who have been short listed will be contacted.

CLOSING DATE FOR APPLICATIONS: 08 August 2007

Applications received after this date will not be considered.

For more information about OCHA-oPt, and to view the full job description and P11 form, please go to: www.ochaopt.org.