

Vacancy Announcement
OCHA oPt
Advocacy and Information Associate-SSA Contract

Background

The OCHA Office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of complex emergencies, response thereto and the need for international assistance.

Rationale:

In order to support the Advocacy and Information Unit's work in designing and implementing a strategic dissemination plan of OCHA material, in particular the UN film on the West Bank Wall, an associate required to join the unit for 12-16 weeks.

Tasks:

Reporting directly to the head of the advocacy and information unit, the associate will:

1. Develop and implement the dissemination plan for the UN film on the West Bank Wall along with the unit staff to include:
 - a. Contacting and assessing relevant UNIC offices
 - b. Identifying relevant film festivals and film contests, making a calendar of deadlines and contact information.
 - c. Contacting relevant UN offices and OCHA HQ
 - d. Identifying relevant civil society organizations to assist in dissemination.
2. Develop a standard film festival application package, to include a cover letter, summary of the film, purpose of the film, key details, etc.
3. Assist the unit in launching the film in Tel Aviv and in the oPt.
4. Assist the unit in the planning of the CAP 2010 launch.
5. Support the unit in any other tasks that may be needed.

Requirements:

B.A. in relevant field

Native and/or fluent spoken and written English

Proven abilities in excellent English writing

Experience in drafting and implementing advocacy and dissemination plans

Experience in advocacy writing and/or public information

5 years of relevant experience

Must be a team player

Preferred:

Experience in international and/or humanitarian affairs
Field experience in the oPt and knowledge of the West Bank Wall
Exceptional organizational skills
Experience with the film industry
Arabic language

How to apply

For a full description of the post and P11 form, please visit the vacancies section on the OCHA oPt website: www.ochaopt.org

All applicants are requested to email the completed United Nations Personal History form (UN P11) in English to email address: ochaopt@un.org or fax the P11 form to: 02-5825841

It should be appreciated your stating your full name and the exact job title as the subject in your email application.

The associate is expected to start on 1 December 09 and work continuously for the stated period.

Only shortlisted candidates will be contacted

WOMEN ARE ENCOURAGED TO APPLY

CLOSING DATE OF APPLICATIONS: 27 Nov 09