



**Humanitarian Affairs Officer (Communications and Donor Relations)**  
**Individual Contract**  
**VA # 2011-011**  
**OCHA oPt**

**Contract:** Individual Contract (IC)  
**Duty Station:** Jerusalem  
**Duration:** Six months  
**Starting date:** Immediately

**Background**

The OCHA Office in the occupied Palestinian territory (oPt) has responsibility for interagency 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 natural disasters, response thereto and the need for international assistance.

OCHA has increased needs in an interim period for capacity to assist in its work of coordinating the humanitarian response in the oPt as part of the Consolidated Appeal Process (CAP) for both the CAP mid-year review process and preparation of CAP 2012 and in providing mid-year reporting to donors. In addition, OCHA requires short-term support to develop the implementation of the Humanitarian Country Team (HCT) advocacy strategy.

**Accountability/Activities:**

Under the direct supervision of the Deputy Head of Office, the consultant is responsible for the following deliverables:

1. Compiling and writing mid-year reports for donors on activities carried out during the funding cycle;
2. Be the focus for preparation of funding updates for agencies and donors during CAP Mid-Year Review;
3. Be the focus for monitoring and reporting on CAP 2011 during the CAP Mid-Year Review process, including writing and editing of the CAP 2011 Mid-Year Review document;
4. Preparing, writing and editing of CAP 2012 in cooperation with the OCHA field team and humanitarian clusters;
5. Providing support for the initial implementation of the new HCT Advocacy Strategy;

**Required Qualifications:**

**Education:** Degree, preferably in Journalism/Media Arts.  
**Experience:** Two years experience in Journalism/Media, donors relation or reporting  
**Languages:** Excellent written and oral English.

**How to apply:**

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For a full description of the post please visit the vacancies section on the OCHA – oPt website: [www.ochaopt.org](http://www.ochaopt.org)

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: [hr@ochaopt.org](mailto:hr@ochaopt.org)

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.
2. Please describe the methodology on how the above duties will be completed.
3. 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.
4. Kindly submit a financial offer for the above mentioned Terms of Reference

The UN P-11 form can be found on OCHA's website: [www.ochaopt.org](http://www.ochaopt.org)

It would be appreciated your stating your full name and the OCHA vacancy notice number (2011-011) as the subject in your e-mail application.

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

**CLOSING DATE FOR APPLICATIONS: 5 May 2011**

**Women are encouraged to apply**