

**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:

1. Under the direct supervision of the Head of Advocacy, draft and implement the external communications/public information strategy in the Arab, Palestinian and international sectors for OCHA oPt office and develop joint strategies and common messages together with UN agencies, NGOs and other humanitarian actors.

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;

2. 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 Palestinian media;
- Coordinating media interviews for Head of Unit and Head of Office
- 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;
- Represent OCHA to Arabic Language Media where required
- Providing internal political analysis to OCHA oPt Staff and to OCHA oPt internal communications

3. Draft, write, produce and/or oversee 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.
- Oversee translation and editing in English/Arabic and ensure high quality outputs.

4. 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.
- Ensuring effective follow up to delegation visits through communications, database management and other requests by delegations.
- Oversee and ensure the quality and timeliness of Arabic translations of all OCHA outputs and power point presentations.
- Oversee and ensure the timely and proper layout and printing of all OCHA outputs, and ensuring that sufficient quantities are always available for use by the office.
- Manage the budget and administrative requirements for the printing of OCHA outputs.

5. Managerial Functions in support of the Head of Unit;

- 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:

- Leadership within the unit and demonstrating conflict resolution skills
- Ability to consistently approaches work with energy and a positive, constructive attitude;
- 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.

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).
- 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:

hr@ochaopt.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: 22 May 2009

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