Communications/ Information Analyst/
Media focal point for Israeli sector
(National Position)
Jerusalem/OCHA oPt

Contract: Service Contract
Duty Station: Jerusalem
Duration: Six months with possibility of extension
Starting Date: As soon as possible

As per its global mandate, the OCHA Country Office in the occupied Palestinian territory (oPt) has the responsibility for mobilizing and coordinating effective and principled humanitarian action in partnership with national and international actors in order to address the ongoing humanitarian situation in the Gaza Strip and the West Bank, including East Jerusalem; advocating the rights of people in need; promoting preparedness and prevention; and facilitating sustainable solutions.

Under the guidance and direct supervision of the Head of Policy, Protection and Communications, the Communication Analyst in the OCHA Country Office in the oPt supports the design, management and implementation of the OCHA oPt communication and advocacy strategies, which are geared to influence the humanitarian agenda, promote public and media outreach and advocacy to affect positive changes and improvement in the humanitarian situation in the oPt. The Communication Analyst also supports design and implementation of the HCT advocacy strategy and action plan and the global OCHA communication/advocacy strategies.

The incumbent will be responsible for the following duties:

1. **Advocacy Strategy development**: Supports the development of advocacy and outreach strategies to Israeli and Jewish diaspora civil society in line with the OCHA oPt advocacy strategy; contributes to the development and implementation of the HCT and global OCHA advocacy strategies:
   - Provide input into advocacy needs assessment for OCHA oPt with relevance to Israeli/ Diaspora audiences.
   - Prepare and implement OCHA outreach strategy for relevant audiences.
   - Provide input to HCT and global OCHA Advocacy Strategies, including related to Israeli and Jewish Diaspora audiences (with particular focus on USA).

2. **Communications Strategy development and implementation**: support the implementation of OCHA oPt communications strategy, undertaking outreach to national (Israeli) media, supporting and boosting media coverage of humanitarian issues in Israeli media:
• Mapping Israeli media and putting together a prioritized communications strategy with an accompanying action plan for the Israeli media;
• Maintaining an up-to-date Israeli media contact list;
• Maintain close day-to-day relationships with key Israeli journalists and those working for Diaspora media organizations;
• Hold periodic meetings and humanitarian briefings for Israeli reporters, following major OCHA reports or when a humanitarian issue/problem arises and when there are important changes in the country key messages or priorities;
• Organize field visits for Israeli media;
• Promote Israeli media coverage of the humanitarian situation according to priorities: promoting general humanitarian emergencies coverage, promote key OCHA reports, promote ERC/USG and other high level visits;
• Produce English and Hebrew language statements as required for these visits and other events;
• Assist in the coordination of press and public events, such as press conferences, interviews and launches of OCHA and/or UN publications.

3. Public outreach: Liaising with Israeli civil society organizations, decision makers and media; responding to information requests, providing timely information upon demand and proactively reaching out to selected target audiences:

• Map target audiences amongst Israeli and diaspora civil society groups, acting as focal point and ensuring updated contact lists and engagement;
• Hold regular meetings and provide humanitarian briefings to Israeli and diaspora audiences;
• Maintain updated Hebrew version of OCHA’s humanitarian briefing.

4. OCHA communications products: Drafts, writes, produces and overseas the distribution of print, web and audiovisual communication products in Hebrew:

• Support development of all OCHA oPt communications products (in all three languages);
• Draft/translate press releases in English and Hebrew;
• Ensure Hebrew content of OCHA website is up-to-date;
• Manage translations of all OCHA products to Arabic and Hebrew;
• Review all OCHA reports from the perspective of Israeli/Diaspora audiences to ensure appropriate messaging, contents and themes;
• Provide Hebrew editing to all translated OCHA outputs (English to Hebrew) and provide OCHA staff with translation support (Hebrew to English/English to Hebrew) of short working documents;
• Assist in the development and implementation of an OCHA oPt social media strategy.

5. Cross-cutting functions in support of the Communications Unit and Country Office:

• Provide HoO and staff with timely analysis on political developments which may affect the humanitarian situation and operations;
• Inform HoO of media coverage of significant events in Israel and the Jewish Diaspora that may affect humanitarian conditions and operations in the oPt;
- Provide regular and structured feedback on coverage of OCHA in the Israeli press/web media and in Diaspora media;
- Maintain close relations with media/communications analysts in other UN agencies and in significant Israeli and Jewish NGOs;
- Support maintenance of Country Office website as required;
- Support dissemination of OCHA products (via website, email lists, etc).

**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 consistently approach 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.

**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.

**Language requirements:**

Fluency in English and Hebrew is required; knowledge of Oral/Written Arabic preferred.
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.

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. 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 OCHA vacancy notice number (2012-013) 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: 10 September 2013

Applications received after this date will not be considered.

Women are encouraged to apply