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 the Advocacy and Communications Section, the Communications 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 Communications 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. Support the implementation of OCHA oPt communications strategy, undertaking outreach to national (Israeli) media, developing strong media contacts, and supporting and boosting media coverage of humanitarian issues in Israeli media.

   - Mapping Israeli media and putting together a prioritized communications plan for the Israeli media;
   - Maintaining an up-to-date Israeli media contact list;
   - Maintain close relationships with key Israeli journalists and those working for Diaspora media organizations;
   - Organizing 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;
   - Provide regular and structured feedback on coverage of OCHA in the Israeli press/web media and in Diaspora 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;
• Support production of press 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.

2. Support the development of OCHA and HCT advocacy through outreach to Israeli and Jewish diaspora civil; Contributes to the development and implementation of global OCHA advocacy strategies.
• Provide input into advocacy strategies for OCHA oPt with relevance to Israeli/Diaspora audiences.
• Provide input to HCT and global OCHA Advocacy Strategies, including related to Israeli and Jewish Diaspora audiences (with particular focus on USA).
• Map target audiences amongst Israeli and diaspora civil society groups, acting as focal point, and develop a targeted strategy for engagement with select Israeli and diaspora civil society groups.
• Liaise with Israeli civil society organizations and decision makers;
• Guide implementation of advocacy activities with respect to Israeli/Diaspora audiences.
• Respond to information requests, providing timely information upon demand;
• Proactively reach out to selected target audiences;
• Carry out humanitarian briefings to Israeli and diaspora audiences, and to other audiences, as needed.

3. OCHA communications products: Shape content of products and oversee the translation of print, web and audiovisual communication products in Hebrew, and content review.
• Support development of all OCHA oPt communications products (in all three languages);
• Review all OCHA reports from the perspective of Israeli/Diaspora audiences to ensure appropriate messaging, contents and themes;
• Draft/ translate press releases in English and Hebrew, as needed;
• Ensure Hebrew content of OCHA website is up-to-date;
• Manage translations of all OCHA products to Hebrew and support management of other translations as needed;
• 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.

4. Cross-cutting functions in support of the Advocacy and Communications Section and Country Office, including playing a central role in OCHA’s social media and web presence.
• 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;
- Maintain close relations with media/communications analysts in other UN agencies and in significant Israeli and Jewish NGOs;
- Assist in the development and implementation of OCHA’s oPt social media strategy.
- Follow-up content-related maintenance of Country Office website;
- Support dissemination of OCHA products (via website, email lists, etc), as needed.

**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

**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, 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 (2014-008) 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: 19 November 2014

Applications received after this date will not be considered.

Women are encouraged to apply