

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

VACANCY ANNOUNCEMENT # 2021-001**Communication Clerk (*National Position*)****Level (ICS-3)****Jerusalem/OCHA oPt**

Contract:	Fixed Term Contract, ICS-3
Duty Station:	Jerusalem
Duration:	One year with possibility of extension
Starting Date:	As soon as possible

The 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 natural disasters, response there to and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA office in the occupied Palestinian territory (oPt) established three sub-offices in the West Bank: Ramallah, Nablus and Hebron. Through its expanded presence in the field and in the Central Area, the OCHA oPt team ensures adequate support to area-based operational coordination structures, sectoral coordination in priority areas, both operational and policy.

Under the guidance and direct supervision of the Head of Coordination and Communications Unit, the Communications Clerk supports the implementation of key communications and advocacy activities of the office. The Communication Clerk works in close collaboration with the rest of the Advocacy and Communications team, along with Research and Analysis Unit, Information Management Unit, Field Coordination Units, and other units within the OCHA oPt Office and other UN Agencies staff to ensure consistent service delivery.

Under the direct supervision of the Head of the Communications & Advocacy Unit, the Communications Clerk will be responsible for:

- 1. Arrange OCHA field and office-based briefings;**
- 2. Maintain translation process for OCHA products into Arabic and Hebrew;**
- 3. Maintain publication stocks and display and arrange for distribution of publications;**
- 4. Support on other Advocacy and Communications tasks as and when needed;**

1. **Arrange OCHA field and office-based briefings;**
 - ❑ Receive requests for briefings
 - ❑ Liaise between parties requesting and OCHA colleagues, including diplomatic offices, UN agencies, NGOs and civil society groups;
 - ❑ Ensuring that requests are responded to promptly and accurately;
 - ❑ Reserve rooms, equipment and follow-up other logistical elements;
 - ❑ Ensure supporting materials (e.g. briefing packs) are available, as needed;
 - ❑ Enter information into and regularly update briefings database;
 - ❑ Alert supervisor and senior management of VIP requests;
 - ❑ Provide analysis, upon request and annually, of briefings convened.

2. **Maintain translation process for all English products, into Hebrew and Arabic**
 - ❑ Serve as focal point for office with outsourced translators and/ or editors;
 - ❑ Oversee all aspects of the translation process, from sending original language documents, to ensuring flow to in house proofreaders, and that final product appears on website in timely manner;
 - ❑ Prepare monthly invoices for the translators and liaise with human resources on payment;
 - ❑ Provide feedback on translations from OCHA colleagues, to enhance quality and efficiency of process.

3. **Maintain publication stocks and display and arrange for distribution of publications**
 - ❑ Ensure lobby displays are loaded with updated public information products in sufficient quantity;
 - ❑ Ensure steady stock of publications by alerting relevant colleagues when stocks run low and advise on amounts required;
 - ❑ Assemble briefing packets;
 - ❑ Respond to field office requests for printed materials; and
 - ❑ Oversee distribution of new publications in hard copy, when required

4. **Provide general support to the advocacy and communications tasks**
 - ❑ Monitor coverage of OCHA in local and international media and update media monitoring database;
 - ❑ Support response to public information requests;
 - ❑ Provide logistical and other support for the organization and execution of advocacy events;
 - ❑ Provide other support, as needed.

Corporate Competencies:

1. **Innovation:**
Ability to make new and useful ideas work.
Assesses work with critical eye
2. **Communication:**
Ability to listen, adapt, persuade and transform
Reliably and consistently listens and interprets information and instruction correctly
3. **Delivery:**

Ability to get things done while exercising good judgment.
Meets goals and timelines for team deliverables

Functional Competencies:

- a) Professionalism – Advanced knowledge of the use of information management to improve the business processes; proven and demonstrable experience in analysis of information and capacity to articulate the information management requirements of complex situations requiring a coordinated response between disparate actors; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters).
- b) Teamwork – Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.
- c) Planning and Organizing– Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- d) Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; designs solutions and basis recommendations on the principles of usability; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients’ informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- e) Accountability - Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- f) Judgement/ Decision-making - Identifies the key issues in a complex situation, gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision.
- i) Commitment to Continuous Learning - Demonstrated history of keeping abreast of new developments in the field plus a commitment to continuous learning.

Education:

A High School degree certified by the Ministry of Education is required.

A first-level University degree in Communication, International Relations or related field is desirable but not a requirement.

Experience:

- 3 years of experience in Communications, Public Relations, Advocacy, Administration, logistics or any other related field is required.
- Experience with UN or International organization or a humanitarian organization is required.
- Experience in liaising with the donor or diplomatic community is required.
- Experience in supporting arrangements of inter-agency events, including at field level, is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Experience in successfully handling multi-layered tasks with attention to detail is required.
- Knowledge of security protocols is an asset.
- Knowledge of UN Rules and Regulations is desirable.

Language requirements:

- Fluency in spoken and written Arabic language is required.
Fluency in spoken English and good command in written English is required.

How to apply:

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only applications received through <https://www.ochaopt.org/vacancies> which should include an up-to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

The United Nations does not charge fees at any stage of the recruitment process.

The United Nations does not concern itself with information related to bank accounts.

CLOSING DATE FOR APPLICATIONS: 10 February 2021

Applications received after this date will not be considered.

Women are encouraged to apply