



# Public Information Associate/ Media Focal Point (Nationals only)

East Jerusalem, Palestine, State of

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## JOB INFO

Job Identification	32614
Posting Date	03/13/2026, 10:26 PM
Apply Before	03/29/2026, 06:59 AM
Job Schedule	Full time
Locations	 East Jerusalem, Palestine, State of
Agency	UNOCHA
Grade	G7
Vacancy Type	Fixed Term
Practice Area	UN Coordination
Bureau	Regional Bureau for Arab States
Contract Duration	1 Year with Possibility for extension
Education & Work Experience	Bachelor's Degree - 4 year(s) experience OR High School certificate- 7 year(s) experience
Required Languages	Fluency in oral and written English and Arabic is required.
Desired Languages	Knowledge of Hebrew is desirable.
Vacancy Timeline	2 Weeks

## JOB DESCRIPTION

## **Background**

UNOCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. UNOCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors to alleviate human suffering in disaster emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

UNOCHA has responsibility for interagency coordination in complex emergencies and natural disasters. In the Occupied Palestinian Territory (OPT), the OCHA office is responsible for (a) sharing information and analysis on the humanitarian situation (b) leading on coordinated needs analysis, humanitarian planning, and response monitoring, including the identification of humanitarian priorities and needs, and (c) coordinating humanitarian community advocacy and communications efforts, and (c) resource mobilization.

This job opening is being advertised for the position of Public Information Associate/ Media focal Point based in East Jerusalem, Occupied Palestinian Territory (OPT). Under the guidance and direct supervision of the Head of the Communications and Advocacy (Public Information) Unit the Public Information Associate/ Media focal Point supports the implementation of key communications and advocacy activities on behalf of the office. The Public Information Associate/ Media focal Point works in close collaboration with the rest of the Advocacy and Communications team, as well as other colleagues based in the Gaza Strip or the West Bank, including East Jerusalem.

## **Duties and Responsibilities**

Under the direct supervision of the Head of Communications and Advocacy, the Public Information Associate/ Media focal Point will be responsible for:

**1. Serves as media focal point as primary liaison for requests from media for information and interviews.**

**2. Supporting development of social media and other communications content and materials, as well as talking points and briefing materials**

- Support Communications and Advocacy team in the development of social media content, talking points, and briefing materials.
- Support response to public information requests.

**3. Provide support on social media, press and email distribution monitoring, tracking OCHA OPT external communications, analysis of trends and production of regular report**

- Monitor coverage of OCHA in local and international media and maintain media monitoring database.
- Analyze trends and produce regular reports.

#### **4.Supporting coordination of Humanitarian Country Team Advocacy Working Group (HCT AWG), and supporting analysis of advocacy interventions and trends**

- Coordinate the HCT-led advocacy and field visits, as well support for the organization and execution of advocacy events.
- Provide administrative support to the HCT AWG, including agenda development and note taking.
- Support collection of information on humanitarian advocacy initiatives and analysis of trends and opportunities.
- Assist Chair with Coordination of Advocacy Working Group, maintaining coordination tools such as tracking targeted audiences and engagement.

#### **5. Arranging OCHA field and office-based briefings**

- Liaise between parties requesting and OCHA colleagues, including diplomatic offices, UN Agencies, NGOs and civil society group, ensuring requests are responded to promptly, accurately and with appropriate diplomacy.
- Manage logistics, including room reservations, equipment, coordination with Members States, transport, and other follow up, as required.
- Ensuring appropriate content of briefing packs and that supporting materials are available, as needed.
- Regularly update briefings database.
- Alert supervisor and senior management to VIP requests.
- Provide regular analysis of briefings convened.

#### **6.Support on managing translation process for OCHA products into Arabic and Hebrew**

- Serve as Focal Point for office with outsourced translators and/or editors.
- Oversee all aspects of the translation process, including translator contracts and payments, transmittal of original language documents, ensuring flow of in-house proofreaders, final production and posting to website, in a timely manner.
- Prepare monthly invoices for translators and liaise with Human Resources/Administration on payment.
- Provide feedback on translations from OCHA colleagues to enhance quality and efficiency of process.

#### **7. Provide Support to other advocacy and Communications Tasks.**

##### **Competencies**

##### **Professionalism – Knowledge of driving rules and regulations.**

Knowledge of the area and the current condition of roads and highways, security, and safety awareness; familiarity with frequently traveled routes and routines of the more senior staff or the officers. Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in

stressful situations. Able to perform analysis, modeling, and interpretation of data in support of decision-making.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently

## **Required Skills and Experience**

### **Education:**

- A high school degree combined with 7 years of relevant experience in the fields of communications, public relations, international relations, or any other related field is required.
- First level university degrees will be given due consideration but is not a requirement.

### **Experience:**

- Minimum of 7 years (with a high school degree) or 4 years (with a bachelor's degree) of relevant experience in communications, public relations, international relations or other related field is required.
- Experience with a UN, international organization or humanitarian organization is required.
- Experience in supporting event planning and coordination is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, etc.), is required.
- Experience with basic graphic and video editing and social media management is required.
- Knowledge of security protocols is an asset.
- Knowledge of UN Rules and Regulations is desirable.

### **Language:**

- English and French are the working languages of the UN Secretariat. Fluency in oral and written English and Arabic is required.
- Knowledge of Hebrew is desirable.

## **Equal opportunity**

As an equal opportunity employer, UNOCHA values diversity as an expression of the multiplicity of nations and cultures where we operate and, as such, we encourage qualified applicants from all backgrounds to apply for roles in the organization. Our employment decisions are based on merit and suitability for the role, without discrimination.

UNOCHA is also committed to creating an inclusive workplace where all personnel are empowered to contribute to our mission, are valued, can thrive, and benefit from career opportunities that are open to all.

### **Sexual harassment, exploitation, and abuse of authority**

UNOCHA does not tolerate harassment, sexual harassment, exploitation, discrimination and abuse of authority. All selected candidates, therefore, undergo relevant checks and are expected to adhere to the respective standards and principles.

### **Probation**

For all new UNOCHA fixed term appointments (FTA), including for staff members being transferred or seconded to UNOCHA under the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff, on an appointment of more than one year, continuation of the appointment beyond the initial 12 months is contingent upon the successful completion of a probationary period.

### **Right to select multiple candidates**

UNOCHA reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNOCHA at the same grade level and with similar job description, experience and educational requirements.

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