

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

VACANCY ANNOUNCEMENT # 2016-009**Communications Analyst (*National Position*)****Level (ICS-9)****Jerusalem/OCHA oPt**

Contract: Fixed Term Contract, ICS-9
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.

The OCHA Country Office in the OPT was established in 2000. As per OCHA Country Offices around the world, OCHA oPt advocates on behalf of populations in need and undertakes a range of communications, public information and advocacy activities aimed at influencing the humanitarian agenda and promoting public and media coverage of the humanitarian situation in the oPt.

Under the guidance and direct supervision of the Head, Advocacy and Communications Section at UN OCHA oPt, the Communications/Information Analyst (Arabic and International media) supports implementation of the OCHA global communications/public information and advocacy strategy, as well as supports development and implementation of the UNOCHA oPt communications/public information and advocacy strategy.

The Communications/Information Analyst will work closely with various Units/Field Offices of OCHA oPt and may, when required, work with the relevant branches of OCHA New York, Geneva and Regional Offices. The Communications/Information Analyst will also work with UN agencies, NGOs, government authorities, international, regional and local media, subject matter experts, multi-lateral and bilateral donors, civil society and government actors in order to support successful implementation of the OCHA global and oPt communications and public information strategies.

The incumbent will be responsible for the following duties:

- **Assist the head of unit in planning and designing internal and external communication/public information strategies related to Arab and Palestinian target audiences, including media, for the OCHA oPt office;**
- **Supports implementation of the OCHA oPt communications, public information and advocacy strategy, focusing on Arabic media (national, regional and international);**

- **Drafts, writes and produces or oversees production and distribution of print and audio-visual products (press releases, press kits, brochures, feature articles, posters, speeches, films, etc);**
- **Responds to information requests and provides timely information to the media, UN agencies, relevant OCHA sections, NGOs, donors, government and other stakeholders and assists management of OCHA briefings and field visits for key target audiences.**
- **Managerial functions in support of the Head of Unit.**

1. Assist the head of unit in planning and designing internal and external communication/public information strategies related to Arab and Palestinian target audiences, including media, for the OCHA oPt office;

- Map relevant Palestinian and Arab targets for OCHA advocacy/communications, including Arabic media, civil society, government, others;
- Develop and maintain a network of related contacts and a contact database (including of Arabic media contacts);
- Devise a strategic advocacy/communication plan for outreach to aforementioned target audiences based on the OCHA global and oPt communications and advocacy strategies;
- Design and implement an Arabic social media strategy, in line with OCHA global guidance on social media;
- Preparing and implementing communication and public information needs assessments for OCHA oPt in relation to Arabic, Palestinian and, as required, international media;
- Drafting in English and Arabic, as required, OCHA communications, letters and other external products;

2. Supports implementation of the OCHA oPt communications, public information and advocacy strategy, focusing on Arabic media (national, regional and international):

- Implement the OCHA communication, public information and advocacy strategy with a particular focus on building an established network of Arabic media contacts/relations;
- Maintain up-to-date Arabic and other media contact lists;
- Monitor and report on national, regional and international media, including Arabic media;
- Implement the Arabic component of OCHA oPt social media strategy, in line with OCHA global guidelines on social media;
- Promote media coverage of humanitarian emergencies and high level visits of the Emergency Relief Coordinator/Under Secretary General for Humanitarian Affairs, particularly in the Arabic media;
- Assist organization of press and public events, such as press conferences;
- Organize press interviews, briefings and meetings for the head of OCHA oPt and head of unit with Arabic and other media;
- Represent OCHA oPt to Arabic language media as required;
- Provide inputs and analysis to OCHA internal and external communications products as required;

- Support the functioning of the Humanitarian Country Team and UN Country Team communications and advocacy groups, as required.
- 3. Drafts, writes and produces or oversees production and distribution of print and audio-visual products (press releases, press kits, brochures, feature articles, posters, speeches, films, etc);**
- Draft OCHA press releases in English and Arabic;
 - Provide translation and editing support in English/Arabic as needed, ensuring high quality outputs;
 - Propose topics, undertaking research, determining target audiences for print and audio-visual products;
 - Prepare production plans, coordinating design with relevant experts and organize distribution/dissemination to target audiences;
 - Update and maintain the Arabic language components of the OCHA oPt website.
- 4. Responds to information requests and provides timely information to the media, UN agencies, relevant OCHA sections, NGOs, donors, government and other stakeholders and assists management of OCHA briefings and field visits for key target audiences:**
- Maintain public display of OCHA products;
 - Ensure timely distribution/dissemination of OCHA public information/advocacy outputs;
 - Oversee and ensure the timely and proper layout and printing of all OCHA products and maintain appropriate stock levels;
 - Liaise with the procurement manager to ensure timely printing and stock management of OCHA advocacy and communications products;
 - Act as focal point for OCHA briefings and field visit requests;
 - Organize logistics for OCHA briefings and field visits, including liaising with presenters and field staff;
 - Provide briefings and co-lead field visits as needed and ensure effective follow-up through communications database management and soliciting participants feedback, etc;
 - As requested, provide context analysis of the situation in the oPt relevant for planning and implementation of OCHA activities.
- 5. Managerial functions in support of the Head of Unit.**
- 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.

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Advocates and promotes the vision, mission and strategic goals of the UN;
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Treats all people fairly and without favoritism.

Managerial:

- Ability to consistently approach 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.

Technical/Functional:

- Ability to implement communications and publications strategies;
- Demonstrates ability to advocate effectively;
- Communicates sensitively and effectively across different constituencies;
- Demonstrates ability to write and communicate orally in English and Arabic with accuracy and professionalism;
- Ability to accurately translate English-Arabic-English and edit translations from English to Arabic by analyzing content, language and grammar.
- Proven ability to produce a range of media-friendly products and services, including press releases and audio-visual materials.
- Ability to conceptualize issues and analyze and synthesize a range of data and information.
- 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 or other relevant field.

Experience:

Minimum of two (2) years directly relevant professional experience in public relations, advocacy, communications, humanitarian affairs, emergency preparedness, crises/emergency relief management or related areas.

Professional experience of working in or dealing with the media, particularly Arabic media, is required.

Experience of drafting official communications, including press releases, press statements or letters, in Arabic and English is required.

Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages is required.

Language requirements:

Fluency in the UN and National Language of the duty station. Knowledge of oral and written Hebrew is desirable.

CLOSING DATE FOR APPLICATIONS: 21 September 2016

Applications received after this date will not be considered.

Women are encouraged to apply