

Posting Title: Temporary Appointment
Communications & Advocacy, Level ICS-3

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: East Jerusalem

Posting Period: 12 October 2024 – 25 October 2024

Job Opening number: 2024-031

Duration: six months with possibility of extension

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

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

The Office for the Coordination of Humanitarian Affairs (OCHA) in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has 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 too and the need for international assistance.

This temporary job opening is being advertised for the position of Communications & Advocacy Clerk based in East Jerusalem, occupied Palestinian territory (oPt). Under the guidance and direct supervision of the Head of the Coordination, Communications and Advocacy Unit the Communications and Advocacy Clerk supports the implementation of key communications and advocacy activities on behalf of the office.

The Communications and Advocacy Clerck works in close collaboration with the rest of the Advocacy and Communications team, collaborating with 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 Coordination, Advocacy and Communications, the Communications and Advocacy Clerck will be responsible for:

- Supporting development of social media and other communications content and materials, as well as talking points and briefing materials
- Provide support on social media, press and email distribution monitoring, tracking OCHA OPT external communications, analysis of trends and production of regular report
- Supporting coordination of Humanitarian Country Team Advocacy Working Group, and supporting analysis of advocacy interventions and trends
- Arranging OCHA field and office-based briefings
- Support on managing translation process for OCHA products into Arabic and Hebrew
- Support to other advocacy and communications tasks as required

1. 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.

2. 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.

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

- Provide logistical and other 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.

4. 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.

5. 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.

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

Qualifications:

Education

A high school degree combined with 3 years of relevant experience in the fields of communications, public relations, advocacy, or any other related field is required.

A first level university degree will be given due consideration but is not a requirement.

Job Specific Qualifications

Experience:

- 3 years of experience in Communications, Public Relations, Advocacy or other related fields 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.
- Knowledge of the Hebrew language is desirable.

Language Requirements:

- English and French are the working languages of the UN Secretariat. Fluency in oral and written English is required. ***Fluency equals a rating of "fluent" in all four areas (speak, read, write and understand). Knowledge of equals a rating of "confident" or "fluent" in at least two of the four areas.***

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice: This temporary position is currently available for the duration of six months, with the possibility of extension subject to satisfactory performance and availability of funds. The contract will be administered by the United Nations Development Programme (UNDP) on behalf of OCHA. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. This position is a General Service position and will be based in East Jerusalem, oPt. Candidates of the General Service category is required to be authorized to work in the country where this position is located. Appointment

against this post is on a local basis. While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. The United Nations Secretariat is committed to achieving a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. An impeccable record for integrity and professional ethical standards is essential.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the

perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the OCHA oPt's website will be removed at 11:59 p.m. (Jerusalem time) on the deadline date.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

CLOSING DATE FOR APPLICATIONS: 25 October 2024

Applications received after this date will not be considered.

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.