

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

VACANCY ANNOUNCEMENT # 04-10-013**Advocacy Clerk (*National Position*)****Level SB2 Peg 2****Jerusalem/OCHA oPt**

Contract: Service Contract, SB2 Peg 2
Duty Station: Jerusalem
Duration: 6 months 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 oPt office has expanded its presence. Though its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and nation level coordination, both operational and policy.

Under the guidance of the Head of Office and the direct supervision of the Deputy Head of Office, the Advocacy Clerk will be responsible for the following tasks:

- Archiving and filing of unit materials
- Maintain the media clip file and coordinate with OCHA oPt library
- Update and maintain the delegations database/Provide analysis and date of information when requested
- Updating and maintaining the photo database and contact database
- Printing outputs
- Organizing mailings and carrying out delivery of OCHA outputs
- Assist with clerical and administrative requirement of the unit
- Assist with organizing media or other related events
- Organize and coordinate briefings
- Update public information products in reception area, ensure sufficient publications are in stock
- Prepare briefing packs and have packs in stock
- Maintain relevant contacts lists as required
- Perform other duties as required by the Head of Unit

Education & Experience:

High School, Diploma. 1-2 years of experience in a related field

Language requirements:

Fluency in the UN and national language of the duty station.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website: www.ochaopt.org

All applicants are requested to email the 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. to the OCHA oPt Office by using the following e-mail address: [*hr@ochaopt.org*](mailto:hr@ochaopt.org). 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 (04-10-013) 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: 27 November 2010

Applications received after this date will not be considered.

Women are encouraged to apply