

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

VACANCY ANNOUNCEMENT # 2011-017**Communications/ Information Analyst/
Media focal point for Israeli sector
(National Position) Level (ICS-10)
Jerusalem/OCHA oPt**

Contract:	Fixed Term Contract, ICS-10
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 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 including sector and cluster coordination and national level coordination, both operational and policy.

Under the guidance and direct supervision of the Deputy Head of Office, the Communication Analyst in the OCHA office in the occupied Palestinian territory (oPt) implements the OCHA oPt, HCT and global communication/advocacy strategy; provides input to the design, management and implementation of the OCHA oPt communication and advocacy strategies, which are geared to influence the humanitarian agenda, promote public and media outreach and advocacy to affect positive changes and improvement in the humanitarian situation in the oPt.

The incumbent will be responsible for the following duties:

- **Advocacy Strategy development: Leads in the development of advocacy strategy for Israeli and Jewish Diaspora in line with overall agreed OCHA oPt advocacy strategy and the objectives of the Communications Unit; contributes to the development of the overall HCT advocacy strategy.**
- **Communications Strategy development and implementation: ensure the implementation of OCHA oPt communications strategy, working with national (Israeli) media, supporting and boosting media coverage of humanitarian issues in the national media**

- **Public outreach: Liaising with Israeli civil society organizations, decision makers and media; responding to information requests, providing timely information upon demand and proactively reaching out to selected target audiences.**
- **Input to OCHA output production. Drafts, writes, produces and oversees the distribution of print, web and audiovisual communication products including in Hebrew.**
- **Cross-cutting and managerial functions in support of the Communications Unit and the OCHA oPt office.**

1. Advocacy Strategy development: Leads in the development of advocacy strategy for Israeli and Jewish Diaspora in line with overall agreed OCHA oPt advocacy strategy and the objectives of the Communications Unit; contributes to the development of the overall HCT advocacy strategy.

- Provide input into advocacy needs assessment for OCHA oPt with relevance to Israeli/Diaspora audiences.
- Prepare and implement OCHA outreach strategy for relevant audiences.
- Input to HCT Advocacy Strategy for advocacy/communications strategy and action plans of relevance to Israeli and Jewish Diaspora audiences (with particular focus on USA).

2. Communications Strategy development and implementation: ensure the implementation of OCHA oPt communications strategy, working with national (Israeli) media, supporting and boosting media coverage of humanitarian issues in the national media

- Mapping the Israeli media and putting together a prioritized communications strategy with an accompanying action plan for the Israeli media. This action plan should be updated on a bi-annual basis;
- Maintaining an up-to-date Israeli media contact list; constantly look for new reporters and new media outlets (including print media, television, radio and electronic media).
- Maintain close day-to-day relationships with key Israeli journalists and those working for Diaspora media houses.
- Hold periodical meetings and background briefings for key Israeli reporters on the humanitarian situation in the oPt, following major OCHA reports or when a humanitarian issue/ problem arises and when there are important changes in the country key messages or priorities.
- Organize field visits for national media in cooperation with relevant OCHA field offices.
- Assist in preparation of advocacy campaigns for key OCHA products with focus on Israeli/Diaspora audiences.
- Promote Israeli media coverage of the oPt humanitarian situation according to priorities: promoting general humanitarian emergencies coverage, promote key OCHA reports, promote ERC/USG and other high level visits.
- Produce English and Hebrew language statements as required for these visits and other events.
- Assist in the coordination of press and public events, such as press conferences, interviews and launches of OCHA and/or UN publications.
- Set up interviews for the HoO and HC and other high profile visitors with the

Israeli media. Provide HoO with TPs and Q&As for the Israeli media in case of interviews.

3. Public outreach: Liaising with Israeli civil society organisations, decision makers and media; responding to information requests, providing timely information upon demand and proactively reaching out to selected target audiences.

- Map selected target audiences among power-holders and those who can influence power holders, civil society organisations (NGOs), and influential individuals in Israeli society and in the Diaspora (with a focus on the USA). Maintain updated contact lists.
- Act as a focal point for contacts and activities with Israeli civil society groups and individuals and those of the Diaspora.
- Ensure distribution/dissemination of OCHA public information/advocacy outputs to predefine strategic target audiences via electronic mailings and hard copy distributions.
- Provide briefings to Israeli audiences and meetings with key Israeli representatives.
- Provide briefings and organise meetings with key Diaspora groups which visit Israel.
- Ensure Hebrew version of OCHA briefing is kept up to date, as well as accompanying materials.

4. Input to OCHA output production. Drafts, writes, produces and oversees the distribution of print, web and audiovisual communication products including in Hebrew

- Draft/ translate press releases in English and Hebrew
- Ensuring Hebrew content of OCHA website is up-to-date
- Manage translations of all OCHA products to both national languages (Arabic and Hebrew)
- Review all OCHA reports from the perspective of Israeli/Diaspora audiences to highlight messaging, contents and themes.
- Provide Hebrew editing to all translated OCHA outputs (English to Hebrew); provide OCHA staff with translation support (Hebrew to English/ English to Hebrew) of short working documents.
- Ensure Key Messages and Q&As are updated in Hebrew.
- Assist in the development and implementation of an OCHA oPt social media strategy in close cooperation with IMU
- Work closely with IMU and FCU to provide content in English/Arabic/ Hebrew to ensure daily updates to OCHA social media (to include Facebook/ Twitter)
- Verify OCHA Facebook/Twitter accounts each day to check updates and comments and amend as necessary.

5. Cross-cutting and managerial functions in support of the Communications Unit and the OCHA oPt office.

- Provide HoO and staff with timely analysis on the changing context, which may

- affect the humanitarian situation on the ground and humanitarian operations
- Inform HoO of media coverage of significant events in Israel and the Jewish Diaspora that may affect humanitarian conditions and operations in the oPt.
- Provide regular and structured feedback on coverage of OCHA in the Israeli press/ web media and in Diaspora media
- Maintain close relations with media/communications analysts in other UN agencies and in significant Israeli and Jewish NGOs.
- Be part of a pool of OCHA oPt briefing presenters to give briefings to audiences in Hebrew and English (French if required).
- Assist in the maintaining OCHA briefing presentation. Be responsible for updating Hebrew version.
- Liaise with IMU unit to ensure OCHA website is regularly updated with latest publications in three languages (English/Arabic/Hebrew)
- Liaise with IMU to ensure that OCHA press releases and publications are sent to relevant email groups in a timely fashion.
- Oversee the day-to-day work of the advocacy clerk based on his/her TOR and in close cooperation with the Deputy HoO.

Competencies:

A. Corporate competencies:

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

B. Managerial competencies:

- Ability to lead the Unit effectively and shows conflict resolutions skills.
- Ability to consistently approach work with energy and a positive, constructive attitudes.
- Builds strong relationships with clients and external actors.
- Demonstrates openness to change and ability to manage complexities.

C. Technical/Functional competencies:

- Ability to implement communications and publications strategies.
- Ability to advocate effectively.
- Communicates sensitively and effectively across different constituencies.
- Demonstrates excellent ability to write and communicate orally with accuracy and professionalism.
- Good knowledge of current humanitarian issues, particularly those pertinent to OCHA's Mandate.
- Ability to conceptualize issues and analyze data.

Education

Advanced university degree (Master's degree) in Political or Social Science, International Studies, Journalism, Communications, Law, Education, or other relevant field.

Experience:

Minimum of five (5) years of relevant professional experience in public relations, communications, advocacy, humanitarian affairs, emergency preparedness, crises/emergency relief management, or other related areas

Language requirements:

Fluency in English and Hebrew; knowledge of Oral/Written Arabic.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org.

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA.

2. 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.

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 (2011-017) 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: 19 November 2011

Applications received after this date will not be considered.

Women are encouraged to apply