

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



### **Vacancy Announcement Public Relations Specialist**

**UNDP/PAPP is seeking qualified candidates to fill the post of Public Relations Specialist.**

Under the overall guidance of the Special Representative and in collaboration with the Deputy Special Representative of Programme and the Deputy Special Representative of Operations, the Public Relations Specialist acts as an advisor to Senior Management on all aspects of public relations for UNDP/PAPP Jerusalem Office; engages the talents of the Programme and Communications Teams to formulate and implement strategies to effectively present, support, and enhance the work and mission of UNDP/PAPP in Occupied Palestinian Territory; and ensures professionally sound, prompt, and dynamic representation and delivery of information and promotional material.

#### **Key Responsibilities**

1. Introduce, implement and support strategic actions to raise visibility of UNDP/PAPP in the national and international development arena of Occupied Palestinian Territory.
2. Strengthen and promote positive perceptions of UNDP/PAPP mission, work, and personnel among donors, potential and current partners, beneficiaries, and local and international communities.
3. Initiate and facilitate site visits, information meetings, and discussions to promote the mission, work and interests of the organization.
4. Ensure regular representation in relevant meetings, forums, and events directed towards development and the sectors in which the organization is active.
5. Cultivate professional contacts and cooperation with a variety of actors.
6. Contribute to the development and implementation of advocacy strategies to promote public outreach and better understanding of and support for the programmes and activities of UNDP/PAPP among decision-makers, target groups, partners, donors, and the public at large.
7. Identify key programme areas and activities carried out by UNDP/PAPP for support by customized public relations initiatives.
8. Monitor and evaluate impact and effectiveness of public relations initiatives and advise the Special Representative and the Deputies on the opportunity and/or need for intensified coverage of specific projects or topics.
9. Build and maintain relationships with members of the local and international media to ensure responsible coverage and recognition of UNDP/PAPP activities and interests.
10. Facilitate and foster relationships between SR/Senior Management and key contacts interested in contributing to, or benefiting from, the work of UNDP/PAPP.



11. Provide assistance to UNDP/PAPP officers with reports, announcements, speeches, and other activities directed towards internal and external audiences that require technical public relations expertise.
12. Lead and supervise the Communications Team to ensure a superior level of competency and quality of all communications emanating from UNDP/PAPP: verbal, written, and electronic.
13. Convene and chair editorial review boards to monitor and advise on quality, content, and impact of UNDP/PAPP publications and information materials.

#### **Corporate Competencies**

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of the UN.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### **Functional Competencies**

- Recognizes and responds appropriately to the ideas, interests and concerns of others.
- Builds trust and engenders morale by displaying open, transparent and credible behavior.
- Respects individual/cultural differences; utilizes diversity to foster teamwork.
- Demonstrates strong analytical and management skills.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.
- Proven networking, team-building, organizational and communication skills.
- Ability to manage sensitive information and maintain a strong respect for confidentiality.

#### **Required Qualifications**

- Advanced university degree in Journalism, Marketing, Social Science, or related field; commensurate training and/or experience may be considered.
- Five years experience representing and/or promoting a national or international organization, company, or institution to multi-cultural, diverse, audiences. Three years experience as a senior manager leading, coaching, and mentoring teams.



- Familiarity with development and humanitarian concerns, key organizations, institutions, and personalities in Occupied Palestinian Territory and Israel.
- Comprehensive knowledge and understanding of the history, socio-political considerations, and cultural and religious sensitivities of the region.
- Exceptional English oral and written language skills with demonstrated ability to communicate to a wide variety of audiences, effectively articulate complex ideas and concepts, and draft and edit public relations material, technical reports, written texts and oral presentations. Superior knowledge and ability in the use of appropriate terminology, word choice, and grammar.
- Demonstrated ability to provide leadership and expertise in a team environment, and enable members to effectively contribute their talents to reach objectives and goals.

#### **Desired Qualifications**

- Familiarity with UN or UN affiliated agency rules, regulations and procedures.
- Strong familiarity with UNDP/PAPP work and mission.
- Active contacts with national and international media organizations and journalists.
- Knowledge of Arabic and/or Hebrew languages

#### **To Apply for the Post**

Submit by the Deadline: **18 March 2007** the following application material:

1. Curriculum Vitae.
2. Personal statement summarizing your interest and qualifications.
3. Three samples of work reflecting your ability to write articles, promotional material, briefs, and/or reports for public and/or sector interest consumption.

Address: Public Relations Specialist, via E-mail: [hr.ps@undp.org](mailto:hr.ps@undp.org), or by Fax: 02-626 8223.

1. **Female candidates are encouraged to apply.**