

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Post Title: Information Management and Communication Officer

Duty Station: Ramallah

Deadline: 2 February 2007

UNDP/PAPP invites candidates to apply for the position of Information and Communication Officer for the United Nations Office for Project Services (UNOPS).

Under the direct supervision of the UNOPS Project Director, the Information and Communication Officer will assist in developing and implementing comprehensive communication and information management strategies for the Project.

General Duties and Responsibilities:

- 1- Design an information/communication management strategy for the Project in consultation with the Project Director and staff.
- 2- Systemize the documentation of Project work and organize a filing system in coordination with the Operations Coordinator.
- 3- Produce thematic papers to be shared with local and international communities.
- 4- Engage local and international media in formal and informal discussions about the Project.
- 5- Attend meetings with local actors in the West Bank as required.
- 6- Establish and manage steering committees of local representatives for the Project.
- 7- Facilitate meetings with people from varying political and social positions to create common understanding of the Project and its direction.
- 8- Organize regular in-house updates for the international community.
- 9- Organize an out-reach campaign for the communities targeted by the Project.
- 10- Produce printed material including Project posters and brochures for the local and international community.
- 11- Maintain an overview on the political situation and its ramifications for the information/communication strategy.
- 12- Represent the Project at various local and international events, in accordance with the Project's Strategy.
- 13- Strengthen Project ties to the local and donor communities in Palestine, and facilitate their knowledge and understanding of the Project.
- 14- Manage a budget for production of documentary films and an Arabic Web site.
- 15- Produce and maintain the main Project Documents for the project.

Qualification and Requirements:

- 1- Minimum eight years of solid experience in the field of written and oral communication, advocacy and out-reach.
- 2- Experience in working in Occupied Palestinian Territory and the region is required.
- 3- Fluency in English and Arabic languages with excellent oral and writing skills.
- 4- Ability to draft written documents on short notice.
- 5- Understanding and confidence in working with the international community.
- 6- Ability to work under pressure and beyond normal working hours.
- 7- Ability to handle multi-tasks and meet strict deadlines.
- 8- Ability to work with people from various social, economic and political backgrounds, and people with conflicting points of views.
- 9- Strong public speaking skills and ability to represent the Project to the local and international communities, and high profile audiences.
- 10- Strong knowledge of documentation and preparation requirements for project management and fundraising.



To Apply:

- Interested candidates should send an application with a cover letter summarizing his/her interest and qualifications, a writing sample, and a CV to the UNDP/PAPP Office in Jerusalem, specifying the position: **UNOPS-IM&CO**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **2 February 2007.**