

Advertisement

Junior Professional Officer

External Relations and
Communications

UNRWA Closing date: 6 July 2014



I General information

Title:	Associate Expert (External Relations and Communications)
Sector of Assignment:	Donor Relations Division , Department of External Relations and Communications, Headquarters
Country:	Israel/oPt
Location (City):	Jerusalem
Agency:	UNRWA, United Nations Relief and Works Agency for Palestine Refugees in the Near East
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with Dutch nationality**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

II Duties, responsibilities and output expectations

General

Within delegated authority, the JPO will be responsible for the following duties:

Responsibility 1

- Acts as Department's focal point for UNRWA's Programmes to ensure effective on-going internal communication of needs and developments within programmes, including reform processes (15%)
- Manages a selection of government donor portfolios. Liaises with donors and Field Offices for the preparation of proposals and drafts correspondence relating to submission of reports, use of savings and interest and other related issues (30%)

Responsibility 2

- Develops, under the strategic guidance of the Chief of Donor Relations and Field Directors and in close collaboration with the Strategic Communications and Partnerships Divisions, communication and marketing tools in line with programme funding and advocacy priorities. Builds internal capacity to promote and market UNRWA's humanitarian interventions amongst government donors with a particular focus on new and emerging markets (20%)

Responsibility 3

- Drafts and compiles the Agency's bi-weekly donor communique (20%)
- Supports the Department in its coordination of senior management's missions to donor countries and donor field visits to programme areas within host countries (15%)

III Training component: learning elements and expectations

The incumbent:

- Will develop a deep understanding of UNRWA's resourcing policies, strategies and mechanisms, as well as the underlying financial rules and regulations;
- Will acquire a sound understanding of the principles and mechanisms which guide donors and donors' decisions;
- Will be able to produce profound resource mobilization proposals, tailored to the donors' specific needs;
- Will be able to produce tailor marketing materials to guide engagement with new and emerging partners;
- Will be familiar with the Agency's project preparation and implementation cycle;
- Will acquire excellent negotiation and communications skills

Learning Elements

The incumbent will be provided:

- Coaching in resource mobilization policies, strategies and principles;
- Coaching in strategic communications and marketing;
- Coaching on UNRWA financial rules and regulations, budgetary issues and project preparation process;
- Familiarity with donor international cooperation principles and priorities through self-study and contacts with donor representatives

IV Supervision

Title of supervisor: Chief of Donor Relations Division (C/DRD), Department of External Relations and Communications

Content and methodology of supervision

- Monthly meetings to assess progress against agreed work plan
- Daily contact with supervisor for advice and assistance
- The supervisor will act as coach and mentor to the incumbent

V Required qualifications and experience

Education:

Advanced University degree in one or more of the following disciplines: political science, international relations, development studies, communications, business or public administration or other relevant field

Working experience :

Preferably two with a maximum of 4 years of progressively responsible professional experience in international development, donor aid programmes or other related field; previous experience with fundraising, negotiations, public relations/advocacy are an asset.

Other desirable skills: Experience in a developing country, preferably in the area of humanitarian aid or development; knowledge of donor institutions.

Languages :

Excellent command of written and spoken English; another UN language is desirable and Arabic would be an asset

Key competencies

- Ability to plan and organise work programme
- Ability to work with minimum supervision
- Ability to work harmoniously with people of different national and cultural backgrounds
- Demonstrated problem-solving skills
- Ability to conceptualise issues
- Ability to analyse numerical data
- Strong verbal and written communications skills
- Excellent interpersonal skills

VI Background information on Agency/Department/Section

In light of UNRWA's financial difficulties, at a time when the Agency is striving to enhance its performance, as well as promote better services for Palestine refugees, it is fundamental to strengthen the capacity of its Department of External Relations and Communications in order to meet its funding gap. While the goal of a just solution, in which the rights of Palestine refugees are upheld, remains elusive, UNRWA will continue to play its unique role in advocating and providing for their human development aspirations. It is therefore crucial for the Agency to have the necessary resources, both human and financial, to meet this goal.

The Department of External Relations and Communications is seeking skilled junior professional experts to join the team in meeting this challenge. The provision of qualified human resources would enable UNRWA to mobilise additional resources by providing the department with the necessary capacity to go beyond traditional donor interactions to more in depth, detailed and quality focused relationships.

In order to further enhance its fundraising capacity, the junior professional expert would also become a focal point on a given sector (i.e. gender, education, etc.) based on his/her field of expertise. This would enable the department to have up to date, detailed and strategic information that could appeal to specific donor interests.

The JPO will work in the Department of External Relations and contribute to its overall objectives through conducting/facilitating a range of activities as a team member and as an individual. Particularly, the JPO is expected to take on a number of donor portfolios, based on skills and experience, develop communications tool to promote the Agency's services to Palestine refugees, participate in developing new resources mobilisation activities, as well as coordinate and manage official diplomatic visits in the five fields of operation for visiting dignitaries.

VII Information on living conditions at Duty Station

Jerusalem is a family duty station (Phase 1) according to the assessment of the UN Department of Safety and Security. There are no specific security threats.

VIII How to apply

Applications can only be done through the following web-link:

http://www.jposc.org/content/programme/current_vacancies-en.html

Applications must be received no later than **6 July 2014**. Applications received after this date will not be considered

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.