



**UNITED NATIONS CHILDREN'S FUND
OPT Office
UNICEF VACANCY NOTICE NO. HR/VN/008/008**

United Nations Children's Fund (UNICEF) is willing to fill the following vacancy post

Title	Communication Assistant, IMIS# 22145, Jerusalem
Level	GS5– Fixed Term Appointment
Key Tasks and Responsibilities of the Assignment	<p>Under the close supervision of the Chief Communication, to ensure that the following key results are achieved:</p> <ul style="list-style-type: none"> • Monitor local media and provide weekly précis of issues affecting children as reported in the press. • Provide logistical assistance in producing stories, arranging field visits, publishing documents, or organizing events. • Follow up with contractors (job orders, payments, contracts, and other administrative matters) and ensure completion of tasks on a timely basis. • Produce summary translations as needed. • Update the website and photo library on ongoing basis. • Assist in preparing materials for the press, for donors, and other groups. • Maintain an up-to-date documentation centre for publications, press releases and clippings, as well as photographic and audio-visual materials. • Collect and assemble data and update information on projects financial and administrative status for analysis and reporting purposes while updating progress and results of communication activities using programme manager system (PROMS). • Assist in verifying all financial and supporting documents submitted by counterparts as liquidation of accounts • Draft Letters of Cooperation and follows up with counterparts on reporting • Other tasks required to implement and monitor the communication work plan.
Selection Criteria	
Academic Qualifications	Completion of secondary education supplemented by technical or professional courses. Possession of a Diploma in Administration or Communication would be an asset.
Work Experience	5 years of experience in the field of communication and journalism or related field.
Competencies	Analytical and conceptual ability; communication skills. Planning and monitoring skills; ability to organize work and projects. Ability to make timely and quality judgments and decisions. Commitment to continuous learning for professional development. Ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization. Initiative, passion and commitment to UNICEF's mission and professional values.
Languages	Fluency in English and Arabic (spoken and written). Knowledge of Hebrew is an asset.
Computer skills	Very good working knowledge and use of computer applications, specifically office applications (Excel and Word) and internet tools. Use of database and statistical software an asset.

- UNICEF's salary and benefits is based on, the United Nations Common System for national staff.
- If you have experience in working in a similar capacity and want to make an active and lasting contribution to build a better world for children and match the profile outlined, send a detailed curriculum vitae in English AND a duly completed United Nations Personal History form (P11). The P11 form can be downloaded from our Web site <http://www.unicef.org/opt>
- Deadline for Receipt of Applications: **17 May 2008**
- Applications should be submitted by either mail and marked confidential or e-mail through UNICEF oPt vacancy generic account and should be addressed to the following and **please quote vacancy notice number/IMIS and post title HR/VN/008/008**

**Chief of Operations,
UNICEF oPt,
P.O.Box 25141, Beit Hanina, Jerusalem
Or
Email: jerusalemhrvacancies@UNICEF.org**

Applications, which do not meet the specified minimum requirements or those that will be received after the closing date will not be considered.

**Applications from female candidates are especially welcome.
UNICEF is a smoke free environment**