

## Communication Assistant, GS5 (99157) Temporary Appointment, East Jerusalem, State of Palestine, 364 days

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**Job no:** 498097

**Work type:** Temporary Appointment

**Location:** State of Palestine

**Categories:** Communication / External Relations, Private Fundraising and Partnerships

UNICEF State of Palestine is looking for interested persons to apply to the position of Communication Assistant in its East Jerusalem office:

Position Title	Communication Assistant	Level:	GS5
Duty Station:	East Jerusalem	Duration	364 days
Type of Appointment:	Temporary Appointment (TA)	Closing Date:	8 August 2016

### Summary of key functions/accountabilities:

#### Support to communication, planning and execution

- Collects information, conducts interviews of beneficiaries and partners to contribute to the drafting of human interest stories, photo essays, videos, social media posts and other relevant communication products.
- Helps organize and generate public support for special events and activities; assists in the preparation of communication materials for briefing and visits of media, goodwill ambassadors, donors, national committee representatives and other special interest groups. Assists in the planning, logistic and administrative arrangements for them.
- Assists in updating the UNICEF-SoP websites and social media platforms in English and Arabic.
- Assists in developing and maintaining close collaboration with mass media, as well as with groups and organizations whose support is essential to the achievement of advocacy and communication objectives

#### Support Communication Service delivery

- Assists in the monitoring of the appropriate and timely dissemination of advocacy and communication materials to target audiences.
- Establishes/maintains an up-to-date documentation centre for publications, press releases and clippings, as well as photographic and audio-visual materials (photo library) and mailing lists.
- Assists in the follow up on the production of advocacy and communication materials (e.g., films, videos, audio-visuals, etc.), communication for development materials, and oversees the qualitative aspects of production, (e.g., quality control, translations, reviews of layout, graphic design and printing) done by contractors.

#### Support in Managing Programme Results

- Plans and issues payments, follows up on cash advance, liquidation and budget using VISION for the communication/advocacy and the social policy / Monitoring & Evaluation (M&E) sections.
- Liaises with contractors (photographers, video crews, writers, translators, designers and printing companies...) and local media as needed.
- Summarizes information reflecting current obligations and future programme and/or budgetary implications; Organizes data and information, prepare and maintain records, document and control plans for the monitoring of communication strategy implementation.

#### Administrative and clerical support

- Scrutinizes plans of operations, exchanges of letters and takes appropriate follow-up action. Assists in the administrative process of requests for assistance for the Communication / Advocacy and the Social Policy / M&E sections.
- May be required to carry out specific administrative operational/control tasks for project/programme activities for the communication and advocacy section, and the social policy / M&E section
- Performs other duties as required. Including translation Arabic/English.

**Advertised:** 25 Jul 2016 FLE Standard Time  
**Applications close:** 08 Aug 2016 FLE Standard Time