



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME  
P.O. Box 30030, Nairobi 00100, Kenya  
[unhabitat-info@un.org](mailto:unhabitat-info@un.org) | [www.unhabitat.org](http://www.unhabitat.org)

## FOR A BETTER URBAN FUTURE

### **REGIONAL OFFICE FOR ARAB STATES TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER (JPO)**

**Position:** Junior Professional Officer (JPO)  
**Section:** UN-Habitat Palestine Office  
**Location:** Ramallah, Palestine

### **BACKGROUND AND JUSTIFICATION**

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

Governments at the 19th Session of the UN-Habitat Governing Council, adopted by consensus resolution 19/18 calling on UN-Habitat to establish a Special Human Settlements Programme for the Palestinian People (SHSPPP) and a Technical Cooperation Trust Fund (TCTF). The long-term development objective of the SHSPPP is to improve the human settlements conditions of the Palestinian People and in so doing contribute in a modest way to reaching peace, security and stability in the region. During the recent 23rd Governing Council, a new resolution was adopted, requesting UN-Habitat "to further focus its operations on planning, land and housing issues in view of improving the housing and human settlement conditions of Palestinians, addressing the urbanization challenges, supporting the building of a Palestinian State, humanitarian action and peace-building, in the areas where there are acute humanitarian and development needs, identified through technical assessments by UN-Habitat in coordination with all concerned parties".

### **DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUT**

The Junior Professional Officer core duties will be to:

- Support the organization in developing its public media/outreach strategy.
- Support the East Jerusalem planning program in managing its digital platform including data collection, data consolidation, review, edits, and data upload ensuring the platform is always maintained and updated.
- Support the team in developing tools to educate the public on the urban issues in Palestine.
- Generate all materials and documents required to effectively communicate to the public on UN-Habitat's mission, strategies, projects, etc.



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- Ensure that project activities (service delivery, policy, projects, visits, events, etc.) are appropriately covered and promoted in the local media and on the organization's social media platforms.
  - Support the preparation, editing, writing, and dissemination of newsletters, articles, press releases, factsheets, talking points and other pieces.
  - Ensure compliance with UN-Habitat's and its donors branding and marking regulations.
  - Take photographs and record videos of events for use on the digital platform/ social media.
  - Coordinate with vendors for design, translation and printing of materials.
  - Perform any other related duties as may be required.

- Results/Expected Output:

- Successful completion of the tasks explained above. Successful and time delivery of all activities
- The programme's digital platform and social media outlets are launched and efficiently managed.
- High quality communication materials are produced.

### TRAVEL

The JPO is expected to be present in Ramallah, with frequent visits to other Palestinian cities in the West Bank and Jerusalem as/if needed.

### TRAINING AND LEARNING ELEMENTS

As part of the overall framework of the JPO programme, the JPO will benefit from the following training and learning opportunities:

- Use of yearly JPO duty-related travel and training allocation to communication to increase his/her technical capacities in communication.
- Participation in workshops, conferences and trainings organized by UN-Habitat.
- On-the-job training and regular mentoring by staff members of UN-Habitat Palestine as well as interaction with other UN agencies, NGO implementing partners, donors and government counterparts.

### QUALIFICATIONS, EXPERIENCES AND COMPETENCIES

- **Education:** A university degree in public relations, media, communication, journalism or related field.
- **Experience:** A minimum (2) years' experience in public relations, communication, journalism or advocacy; Experience working with donor funded programs is desirable.
- **Language Requirements:** Strong written and verbal communication skills in both Arabic and English are required; knowledge of Hebrew is an asset. Excellent translation skills in both Arabic and English



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**SUPERVISION.**

- *The JPO will be under the overall supervision of the Regional Representative, ROAS.*