



UNITED NATIONS

Office for the Coordination of Humanitarian Affairs
occupied Palestinian territory

TERMS OF REFERENCE
Consultant on Donor Relations (Part-Time)
SSA Contract based in Jerusalem
VA # 04-10-005
OCHA oPt

Background

In order to strengthen and support existing and new coordination structures, and provide timely monitoring of the overall needs, priorities and gaps in response, OCHA has extended its range of services and products, and increased its overall budget.

As a result, greater fundraising activities have to be undertaken by the Office, with the resultant need for increased liaison with, and reporting to, donors on all relevant coordination/support activities and advocacy and information outputs.

The additional demand from donor partners has created new pressures on all Units within the Office, and requires a higher level of support and man hours from the consultant on donor relations.

Accountability/Activities:

Under the direct supervision of the Head of Office, the consultant is responsible for

1. Acting as focal Point for OCHA's donor partners, responsible for all relevant fundraising activities on behalf of OCHA.
2. Compiling all funding proposals and subsequent reports on activities carried out during funding cycle
3. Answering (daily) inquiries from donor partners on OCHA's activities related to coordination/advocacy work, particularly regarding the response to Gaza emergency
4. Managing increasing numbers of requests for surge capacity positions, funded by donor partners, from the Office, in liaison with colleagues from GVA, NY. Preparing TORs for each position and compiling written appraisals for each candidate at the conclusion of each posting.
5. Preparing materials to be used at donor briefings, written and graphical

6. Supporting the Field Coordination unit in preparing documents to assist in building the capacity of the Humanitarian Response Fund
7. Assisting in production of films to be used on briefing tour of donor capitals on key humanitarian issues
8. Providing ad hoc editing support to all Units with publications/written project
9. Supporting Advocacy Unit to meet additional demands for information, briefing packs from delegations, media, donor partners etc
10. Any other ad hoc duties as required by the Head of Office

Required Qualifications:

Education: Degree, preferably in Journalism/Media Arts.

Experience: Two years experience in Journalism/Media, donors relation or reporting

Languages: Excellent written and oral English.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website: www.ochaopt.org

All applicants are requested to email the completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org. The UN P-11 form can be found on OCHA's website: www.ochaopt.org

It would be appreciated your stating your full name and the OCHA vacancy notice number (04-10-005) as the subject in your e-mail application.

Only qualified candidates should apply and only those who have been short listed will be contacted.

CLOSING DATE FOR APPLICATIONS: 10 July 2010

Women are encouraged to apply