

UNICEF Junior Professional Officer (JPO)

Job Description

Position	Junior Professional Officer (JPO)
Specific Role	Communication Officer
Location	East Jerusalem, Palestine
Duration	The selected candidate will be employed on a fixed-term contract for an initial duration of two years with a probationary period of one year.

Introduction

UNICEF works to protect and promote the rights of every child, everywhere, through its programmes, advocacy and operations. Guided by a strong equity focus, UNICEF prioritises the most disadvantaged and excluded children and families to ensure all children have an equal opportunity to survive, develop and reach their full potential, free from discrimination. By investing in the health, education and protection of those most at risk, UNICEF not only advances children’s rights under the Convention on the Rights of the Child but also contributes to sustainable, inclusive development and long-term stability in communities and nations.

The United Nations Junior Professional Officer (JPO) Programme provides young professionals with a unique pathway to launch a long-term career within the UN system. Sponsored by their national governments, JPOs serve in UN country offices and headquarters locations, where they receive structured supervision, tailored professional development and training, and hands-on experience contributing to the design and delivery of UN programmes.

Background

Jersey Overseas Aid (JOA) joined the JPO Programme in 2021 and has since successfully placed five Jersey residents with the United Nations High Commissioner for Refugees (UNHCR) in Lebanon, Bangladesh (twice), Egypt, and Ukraine. Of the four JPOs who have completed their assignments to date, all have secured ongoing roles within the UN system – reflecting both the strong calibre of Jersey’s candidates and the effectiveness of the programme as a professional springboard.

In 2026, JOA is delighted to broaden its JPO partnership to include the United Nations Children’s Fund (UNICEF). For the first time, JOA will support a JPO within UNICEF – creating an excellent opportunity for a Jersey professional to pursue an international career focused on improving the lives and rights of children.

This role offers the chance to contribute directly to UNICEF’s work in a critical humanitarian context while building the foundations of a long-term career within the UN.

Context

The ongoing conflict across the Middle East region, including in the Gaza Strip, the West Bank, Lebanon and Israel, has precipitated a severe humanitarian crisis, with catastrophic toll on children and families who have been forced to flee their homes under extreme circumstances. Despite facing substantial challenges, UNICEF has maintained its presence, delivering essential aid such as safe water, medical supplies and nutrition support. UNICEF is communicating and advocating relentlessly for the respect of children's lives and wellbeing, highlighting the dire situations that the children in the Gaza Strip and the West Bank (including East Jerusalem) are living in, as well as highlighting the critical, lifesaving work implemented by UNICEF and its partners.

Roles and responsibilities

The successful candidate will assist in planning, implementing, monitoring and evaluating an advocacy and communication strategy to get children's and women's issues into the public domain, strengthen political will in support of UNICEF's mission and objectives in the country and enhance the organisation's credibility and brand.

Under direct supervision of the Chief of Communication, the JPO will be responsible for technical and operational support in relation to the following key functions/accountabilities:

Summary of key functions/accountabilities:

- **Communication strategy:** The production of communication products and materials are timely executed and followed up to support country communication strategy, regional and global campaigns and priorities, and to support resource mobilisation as set out in the work plan.
- **Media relations:** Effective and timely professional assistance and support are provided in developing, drafting and maintaining contact information, materials and relationships with journalists and media outlets covering all media – print, TV, radio, web etc. – in the country, to communicate the story of UNICEF's cooperation to a wider audience.
- **Monitoring and evaluation:** Regular monitoring and evaluation activities are undertaken according to the work plan to ensure maximum impact and continuous improvement of country communication efforts. Results and reports are prepared and shared on a timely basis.
- **Donor and partners relationships and special events and visits:** The Country Office's contact list of individuals, groups, organisations and fora (including Government, UN, and bilateral counterparts), is maintained and further developed, whose support is essential to/can assist in achieving the advocacy and communication objectives and who support and are able to actively participate in special events and activities that further the country programme goals.

Further Detail:

Communication materials: Ensure that the production of communication products and materials is timely executed and followed up to support country communication strategy, regional and global campaigns and priorities and to support resource mobilisation as set out in the work plan.

Duties & Tasks

- Support the implementation of the tasks in the country communication work plan and strategy as assigned.
- Gather content and coverage of relevant country efforts to identify effective relevant country programme activities and results. Develop complementary, country specific and local community materials and activities.
- Support the production of advocacy and communication materials (e.g. briefing notes, images, video. Web pages etc.) that meet the country and global standards as set out in the Communication Toolkit.
- Assist in drafting and editing articles, press releases, human interest stories and other advocacy/information materials for both web-based and traditional media, as appropriate.
- Follow up on the production of advocacy and communication materials (e.g., films, videos, audio-visuals, etc.), and oversee the qualitative aspects of production, (e.g., quality control, translations, reviews of layout and graphic design etc.) to meet standards as set out in the Communication Toolkit.
- Support the maintenance of an up-to-date documentation centre for communication materials including publications, press releases and clippings, photographs, audio-visual materials, web resources etc.
- Recommend appropriate information and communication materials for use in media, and other advocacy and communication activities; recommend the appropriateness, quality and dissemination of printed and audio-visual materials.
- Recommend established contacts, networks, resources and processes to support communication activities.

Media relations: Effective and timely professional assistance and support are provided in developing, drafting and maintaining contact information, materials and relationships with journalists and media outlets covering all media – print, TV, radio, web etc. – in the country, to communicate the story of UNICEF's cooperation to a wider audience.

Duties & Tasks

- Support the maintenance of a media relations contact list/database. Ensure rapid and accurate information dissemination to the media.
- Assist in developing and maintaining close collaboration with mass media, as well as with groups and organisations whose support is essential to the achievement of advocacy and communication objectives.
- Assist in drafting and editing articles, press releases, human interest stories and other advocacy/information materials in all media formats, as appropriate.
- Prepare background communication and promotional materials for briefing and visits of media and other special interest groups. Assist in the planning, logistic and administrative arrangements for them.

- Assist in collaborating with the media through activities such as organising project site visits, facilitating photo coverage and TV footage and utilising both web-based and traditional media as appropriate.
- Support the monitoring and evaluation of the use and effectiveness of media materials.

Monitoring and evaluation: Regular monitoring and evaluation activities are undertaken according to the work plan to ensure maximum impact and continuous improvement of country communication efforts. Ensure results and reports are prepared and shared on a timely basis.

Duties & Tasks

- Contribute to developing an advocacy and communication strategy by coordinating appropriate audience research and compiling and analysing relevant data.
- Monitor and evaluate the appropriate and timely dissemination of advocacy and communication materials to target audiences, and participate in the evaluation of their impact. Monitor and evaluate the use and effectiveness of media materials. Maintain a library of coverage (clippings, coverage etc.)
- Monitor the public perception of UNICEF in the country and recommend appropriate action to maintain a positive image for the organisation.
- Assist in providing feedback to DGCA on the use and appropriateness of global communication materials such as publications, images and multimedia products.
- Ensure good quality data collection, analysis and evaluation and reporting to ensure effective communication strategies, planning and effective and efficient advocacy.
- Undertake lessons learned review of successful and unsuccessful communication experiences as directed by supervisor.

Ensure that relations with partners are maintained and further developed.

Duties & Tasks

- Help organise and generate public support for special events and activities to promote country programme goals.
- Assist in developing and maintaining close collaboration with mass media, as well as with groups and organisations whose support is essential to the achievement of advocacy and communication objectives.
- Maintain and update celebrity and partner contact lists/database for country office.
- Monitor/document process and effectiveness of working with these individuals/organisations.
- Prepare background communication and promotional materials for briefings and visits of media, Goodwill Ambassadors, donors, National Committee representatives and other special interest groups. The task includes preparing information materials (e.g., press releases, programme summaries, country fact sheets and media kits), and assisting in the planning, logistics and administrative arrangements

Candidate Requirements

Essential:

- A bachelor's or master's degree in a relevant field (journalism, communications, international relations, political science, law, or other relevant field)
- At least two years of relevant work experience in communication, print and broadcast media, or interactive digital media

- Excellent verbal and written communication skills
- Experience in analytic report writing and ability to communicate well orally and in writing
- A strong interest in the United Nations and Humanitarian sector
- Willingness to be posted to duty station in a challenging location
- Permanently Entitled to live in Jersey – see endnote for further detailⁱ

Desirable:

- Working knowledge of another UN language (French, Spanish, Chinese, Russian, Arabic)
- Experience residing and working in a lower income country
- Experience delivering development or humanitarian programming

Salary, Terms and Conditions

The basic salary starts at c. USD\$60,000 (UN Scale P2) with additional allowances for cost of living, housing and travel to and from the duty station.

General Information

Jerusalem is one of the most multicultural cities in the Middle East, with a unique political, social and cultural context. Many UN agencies have a presence in the State of Palestine, and most of them have their main office in East Jerusalem. There is also a strong presence of many other international organisations and NGOs operating across the State of Palestine. Jerusalem is located relatively close to Amman, the regional centre and hub for the humanitarian and development sector in the whole Middle East.

Security

The security level in Jerusalem is classified as Moderate (Level 3) as per the UN security management system in the State of Palestine. Civil unrest is one of the security challenges to UN operations in Jerusalem. Despite security related risks, Jerusalem is classified as a family duty station.

Application process

Please send a cover letter and CV to enquiries@joa.je by **17.00 BST on Sunday 31 May 2026**. Please clearly **mark your application “JOA Junior Professional Officer”** in the subject line of the email.

JOA will shortlist potential candidates and share this list with UNICEF. UNICEF will then oversee the recruitment process and be responsible for making the appointment.

Please note that the recruitment process takes time – it may take up to six months from submitting an application to taking up the post. We hope the successful candidate will be able to commence their duties before the end of 2026.

Privacy

At Jersey Overseas Aid we are committed to transparency and professionalism in all we do. This extends to employee recruitment and data protection. Please ensure you have read and understood [our candidate privacy notice](#) which provides you with information on how and why we collect and use your personal information during the recruitment process

ⁱ Please note - JPO opportunities are sponsored by country governments for the benefit of their own citizens. To be considered for this role you must therefore have **Permanent Entitled Status** to live and work in Jersey. Typically, this means you:

- Were born in Jersey and resident for a period of at least 10 years; or
- Have been resident in Jersey for a continuous period of at least 10 years starting before you reached the age of 16; or
- Are the child of a parent who was Entitled, arrived in Jersey before the age of 20, and have been a resident for a period of at least 10 years

If in doubt about Permanent Entitled Status, please consult the Control of Housing and Work (Jersey) Law 2012, or the Population Office for more information.