

Posting Title: Temporary Appointment  
Reporting Associate, Level ICS-6

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: Ramallah

Posting Period: 9 April 2024 – 23 April 2024

Job Opening number: 2024-014

Duration: Through 31 December 2024

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors to alleviate human suffering in disasters and emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

The Office for the Coordination of Humanitarian Affairs (OCHA) has responsibility for inter-agency coordination in complex emergencies and natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities, and donors, as well as supporting resource mobilization efforts; (b) assisting in the

identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there too and the need for international assistance.

This temporary job opening is being advertised for the position of Compliance Officer in Ramallah, occupied Palestinian territory (oPt). Under the direct guidance and supervision of the Head of the Humanitarian Financing Unit/Fund Manager.

**Responsibilities:** Within delegated authority, the Compliance Officer will be responsible for the following duties:

- Monitors, analyzes, and reports on humanitarian developments, disaster relief/management, or emergencies.
- Track, collect and review narrative reports from partners to ensure accuracy and compliance with CBPF guidelines and provide feedback to line manager.
- Assist in designing and preparing information sheets and analysis and social media communications material on humanitarian, disaster, emergency relief, and related issues.
- Assist in updating the progress and providing timely analysis to develop and update the Humanitarian Fund's overall strategic framework, impact chains, and intervention logic.
- Assist in reviews related to project proposals to the Central Emergency Relief Fund (CERF) progress and final narrative,
- Contributes to the preparation of reports related to the Humanitarian Fund activities, highlighting achievements, challenges, and lessons learned. including the HF annual report and the Central Emergency Fund (CERF) interim and final reports and other reports.
- Ensure accuracy, timeliness, and conformity to the standards set by the headquarters of these reports.
- Prepare invitations and invite agencies for the after-action review (AAR) meeting related to the CERF of the HF and assist in conducting the AAR.

- Serves as the primary focal point on specific topics or policy-related issues; keeps abreast of latest developments, liaises with other humanitarian organizations, donors, etc., ensures appropriate monitoring and reporting mechanisms; provides information and advice on a range of related issues.
- Assist HFU with production of Information Products and work closely with the IMU unit in the production of info graphs, reports, briefing packs and any other publications as needed.
- Develop and disseminate information materials that effectively communicate the impact of the fund's activities to various stakeholders, including funding partners and the local community.
- Assist in drafting strategies for the distribution of content that maximizes reach and impact with target audiences.
- Support development and regular distribution of information material to institutions and individuals to keep them up to date on the latest developments of the Humanitarian fund.
- Collect and draft required information for the production and dissemination of regular communications updates on the humanitarian fund. This includes the development of human stories and any other material that showcases the impact of the Fund.
- Support in building and maintaining relationships with UN agencies, NGOs, and governmental officials to ensure effective exchange and dissemination of reports and all relevant information.
- Support in promoting awareness of Humanitarian Financing guidelines and operational manuals.
- Assist in drafting minutes including participant list of workshops/ trainings/meetings;
- Assist in planning and participating in training/workshops for implementing partners and other stakeholders.
- Support the documentation of best practices and innovative fund management and humanitarian response approaches. Share these insights within the organization to improve effectiveness and efficiency.

- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of professional expertise and views on specific humanitarian-related subjects/issues.
- The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization

## **Competencies:**

**PROFESSIONALISM:** Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues. Conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of assignment, including the political, economic, and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social, and human rights programmes in affected country/region. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest

in having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

**PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### **Qualifications:**

#### **Education**

- Secondary education is required.
- Bachelor's degree in political science, social science, international studies, law, public relations, communication, public information, or a related field will be given due consideration, but it is not a requirement.

#### **Job Specific Qualifications**

##### **Experience:**

- Minimum of (6) Six years (with Secondary education) or 3 years (with bachelor's degree) of progressively responsible experience in reporting, data collection, compilation, and analysis, or a related field, is required.
- Experience in developing, analyzing, and reviewing reports is required.
- Experience in report writing and proposal development and review is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Experience in donor reporting is desirable.

- Experience with the UN common system or equivalent international organization is desirable.
- Relevant field experience in emergencies is desirable.

**Language:**

Fluency in English and Arabic (both oral and written) is required.

**Assessment:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice: This temporary position is currently available through 31 December 2024, with the possibility of extension subject to satisfactory performance and availability of fund. The contract will be administered by United Nations Development Programme (UNDP) on behalf of OCHA. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. This position is a General Service position and will be based in **Ramallah**, oPt. Candidates of the General Service category are required to be authorized to work in the country where this position is located. Appointment against this post is on a local basis. While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements

of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. The United Nations Secretariat is committed to achieving a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. An impeccable record for integrity and professional ethical standards is essential.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal

legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the OCHA oPt's website will be removed at 11:59 p.m. (Jerusalem time) on the deadline date.

### **How to apply:**

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only applications received through <https://www.ochaopt.org/vacancies> which should include an up-to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

**CLOSING DATE FOR APPLICATIONS: 23 April 2024**

**Applications received after this date will not be considered.**



The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.