



United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

VACANCY ANNOUNCEMENT **Humanitarian Affairs Assistant**

Based at the Jerusalem Field Coordination Unit, OCHA Headquarters

The UN office for the Coordination of Humanitarian Affairs (OCHA) in the occupied Palestinian territory monitors and provides information and analysis on issues affecting the humanitarian situation in the oPt. OCHA also helps identifying gaps in humanitarian assistance and helps in the coordination of this assistance to the Palestinian people.

As part of the Humanitarian Action Plan (November 2002), OCHA was asked by members of the international community to strengthen its presence to improve the coordination structures and increase advocacy of humanitarian issues in the oPt. OCHA oPt is based in Jerusalem and has four Field Coordination Units (FCUs) in the West Bank (Nablus, Ramallah, Jerusalem Hebron) and one in the Gaza Strip. Through its expanded presence in the field and Jerusalem, the OCHA team, through the Field Coordinator (FC) in direct conjunction with the Head of Office, ensures reinforced adequate support to humanitarian emergency coordination structures, sectoral coordination and priority area, both at the field and national levels.

Under direct supervision of and in conjunction with the FC/Deputy Head of Office (DtyHoO), the assistant to the FC will perform the following duties:

Duties

1. Assist in tasks related to inter-agency coordination issues including: a) CAP preparation, implementation follow-up and monitoring; b) follow-up on humanitarian projects, database and mapping in liaison with the Information Management Unit (IMU); c) humanitarian assistance progress monitoring and mapping of donor assistance in relation to the needs by tracking projects through the Who Does What Where (WdWW) database together with the IMU and Research and Analysis Unit (RAU); d) Prepare different documents in liaison with the IMU and the Advocacy regarding field trips, facts sheets on assistance etc...
2. Assist in liaising with government and humanitarian counterparts especially a) the PA, in particular the Ministry of Planning; b) assist in liaising with international and national NGOs (AIDA, PNGO) and with the donor community; c) participate in Sector Working Group meetings;
3. Provide support to the field operations and the OCHA field coordination units in the West Bank and Gaza Strip especially in a) b) maintaining access database (ACIS) and monitor humanitarian access in oPt; c) liaising with other units within Jerusalem HQ to facilitate efficient and coordinated information flows between Jerusalem HQ and the FCUs.
4. Provide periodic information analysis in relation to the regular monitoring and coordination of the humanitarian situation and aid in the oPt in cooperation with the RAU, especially regarding a) assessment of needs and risks, b) gathering and computerizing information in relation to regular monitoring and production of the Weekly Briefing Notes
5. Assist the FC/DtyHoO in his managerial responsibilities and day-to-day administrative tasks both within the Jerusalem main office and in connection with the efficient functioning of the FCUs, in particular with regards to logistics, communications, security, transportation issues and maintain the filing system both in hard copy and in the coordination shared drive.
6. Carry out any other relevant tasks assigned by the FC/DtyHoO and the Head of Office.

Qualifications

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. University diploma in administration, political science, sociology, law, international relations, development studies or related field; 2. Working experience in the field of humanitarian affairs; 3. Excellent knowledge of the oPt and the region; 4. Fluency in spoken and written English and Arabic 5. Proven solid inter-personal and communications skills – Team work spirit essential; | <ol style="list-style-type: none"> 6. Proven ability to function within a multi-cultural and sensitive environment; 7. Excellent computer skills; 8. Valid driving license; 9. Excellent experience within the UN system; 10. Knowledge of Hebrew would be an asset; 11. Experience in field work and research would be an asset; 12. Interpretation, presentation and translation skills. |
|---|---|

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

Please e-mail your application (letter and CV) to the following e-mail address: ochaopt@un.org

You could also send your application by fax to: (02) 582-5841

CLOSING DATE FOR APPLICATIONS: 9 March 2007

Applications received after this date will not be considered