

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

VACANCY ANNOUNCEMENT – National Officer
Humanitarian Affairs Analyst
Ramallah FCU

Salary: Competitive Local United Nations Contract (National Officer – B)

Starting date: As soon as possible

Initial length of contract: 1 year, with possibility of extension

The United Nations Office for the Coordination of Humanitarian Affairs in the occupied Palestinian territory (oPt) is seeking qualified Humanitarian Affairs Analyst in Ramallah FCU.

Under the guidance and direct supervision of the Humanitarian Affairs Officer/Field Coordination Unit and Field Coordinator/Deputy Head of Office as appropriate, in the respective field location, the Humanitarian Affairs Analyst in the OCHA office in the occupied Palestinian territory (oPt) takes the lead in implementing the major functional activities listed below, assists in the development of field office and Headquarters humanitarian strategy and is expected to set deliverable results within the respective Area of Responsibility (AOR).

The incumbent will be responsible for the following duties:

In support of the Field Coordination Unit, the Humanitarian Affairs Analyst works in close collaboration with various Units in the OCHA oPt office, the various Branches/Sections of OCHA New York and Geneva, UN agencies, NGOs, authorities, local communities, donors etc.

Monitors and assesses humanitarian developments in the AOR and their impact on the Palestinian population.

- Pro-actively reports on the political, social, economical and security development in the AOR on a daily/ad hoc basis. Assists the HAO in the development of trend analysis and provide recommendation on humanitarian action;
- Prioritizes and conducts regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis. Supports and organizes joint assessments with other UN and INGOs when needed or requested. Reporting and follow-up.
- Mapping of the closure regime and its impact on Palestinians – specific monitoring of communities worst affected and most vulnerable
- Initiates and sustains regular contact and liaison with stakeholders involved in the humanitarian sector within the AOR to share information, supports the development of a common and consistent analysis, and formulate scenarios for action.

Supports field coordination and humanitarian action

- Prepares and, when required, leads coordination meetings at the district level to identify humanitarian issues and seek for response mechanism jointly with other stakeholders;
- Liaises with the local offices of the IDF Civil Administration and with the Palestinian DCL on behalf of the OCHA Field Office.
- Monitors and report on access restrictions experienced by humanitarian organizations or critical service providers;
- Supports the HAO in mobilizing resources and interventions to response to a gap in existing aid programmes or a new emergency.
- Represents OCHA in the field/ carry out field visits and meeting with the affected population and representatives of the local communities/authorities.
- Leading Interagency assessment mission as well as coordination with Humanitarian Partners.

Supports OCHA advocacy role in the oPt

- Carries out and/or participate in field briefings for officials and diplomats/ maintains awareness of current humanitarian affairs and related issues in the AOR.
- Provides regularly inputs to Headquarters for the production of weekly, monthly and ad hoc situation reports (i.e. humanitarian monitor, PoC, humanitarian updates, CAP, presentations, etc...)
- Ensures a regular and exhaustive transfer of information on closures to the Information Management Unit to support the consistency and accuracy of their mapping.
- Supports the Field Office in disseminating at the local level UN and OCHA reports and provide support to local launches of information products;
- Advocates at local level and in Jerusalem/Ramallah with key stakeholders (NGOs, donors, UN) for the response to emerging humanitarian gaps in the AOR.

Supports OCHA in the strategic planning of the national office

- Supports OCHA office in the preparation of contingency planning/ Builds expected scenarios according to the emerging situations and discuss it with the humanitarian actors in the field;
- Participates in the periodic future planning of OCHA office/ provide ideas to the management to help in allocating OCHA's resources efficiently;
- Supports the identification of emergency humanitarian needs and types of assistances required/ set up meetings with different UN agencies, INGOs and NGOs to gather information on WDW to respond to those needs and emergencies.

Miscellaneous

- Assists non-Arabic speakers to communicate with the local people/ Act as interpreter and carry out translation work (Arabic/English/Arabic).
- Maintains the administrative issues in the FCU/ Organize and provides support to the HAO in keeping records of the petty cash use, paying the operational expenses in the FCU including telecommunication bills and any other office requirements. Dealing with any technical problems with suppliers until it is solved.

- Helps the UN security system/ provides updated security information from the field to the UN operation room. Responds to inquiries about security incidents from DSS and act as security Zone warden.
- Keeps inventory of FCU non-expendable items using the agreed format;
- Liaise with the landlord for any business related to the office

Competencies:

A. Corporate competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Advocates and promotes the vision, mission, and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;

B. Managerial competencies:

- Excellent communication and interpersonal skills.
- Good experience in the field and knowledge of the agency's work.
- Ability to build and sustain effective partnerships with UN agencies and partners;
- Ability to function under work pressure and multinational environment.

C. Technical/Functional competencies:

- Good knowledge of the region and the Arab/Israeli conflict.
- Computer literacy and experience in GIS/ remote sensing.
- Excellent analytical skills and proven experience at delivering written reports in an accurate timely and concise manner.

Education:

Advanced university degree (Master's degree) in Political or Social Science, International Studies, Law, Economics, Business Administration, or other relevant field. Or equivalent combination of education (Bachelor's degree) and working experience;

Experience

Minimum of two (2) years of relevant professional experience in humanitarian affairs, emergency preparedness, crises/emergency relief management, human rights or other related areas (with an advanced university degree); or four (4) years with Bachelor's degree.

Language requirements:

Fluency in written and spoken English and Arabic.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: ochaopt@un.org.

Alternatively, applications can be sent by fax to: (+972) 2-582 5841

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.

2. 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. 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 exact job title as the subject in your e-mail application.

All posts are subject to availability of funds.

Diploma of completed University degree may be requested in due course.

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

CLOSING DATE FOR APPLICATIONS: 09 June 2008

Applications received after this date will not be considered.

For more information about OCHA-oPt, and to view the full job description and P11 form, please go to: www.ochaopt.org.