

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

VACANCY ANNOUNCEMENT # 2011-021**HRF Analyst (*National Position*)****Level (ICS-9)****Jerusalem/OCHA oPt**

Contract: Fixed Term Contract, ICS-9
Duty Station: Jerusalem
Duration: One year with possibility of extension
Starting Date: As soon as possible

The Humanitarian Emergency Response fund (HRF) for oPt, was created in August 2007 to ensure the adequate and timely funding of the humanitarian response to unforeseen emergencies. Decisions to allocate HRF funds to UN agencies and / or NGOs are made by the Humanitarian Coordinator, based on the recommendations of a Review Board, the cluster lead and OCHA. Both UN agencies and NGOs may request for funds.

OCHA ensures the day-to-day management of the HRF on behalf of the Humanitarian Coordinator, including selection of projects, filtering, and disbursement of funds and monitoring. OCHA also ensures that required needs assessments, gaps analyses and coordination have taken place before funds are allocated. It also drives the final impact assessment and lessons learning process, which complete the HRF cycle.

The post holder will supervise the HRF/Inter-Cluster Assistant and will assist the Humanitarian Affairs Officer in the administration and day-to-day management of the HRF. The HRF Manager position comes under the direct supervision of the Humanitarian Affairs Officer (HAO Inter-cluster / CAP coordinator).

The incumbent will be responsible for the following duties:

- **HRF (Humanitarian Response Fund)**
- **Central Emergency Response Fund (CERF)**
- **Coordination**

1. HRF (Humanitarian Response Fund)

- Identify humanitarian needs in cooperation with the field units;
- Screen HRF project proposals in relation to funding criteria;
- Screen proposals for appropriateness with the relevant cluster lead and the OCHA field units;
- Coordinate secretariat activities for the HRF Review Board and Advisory Board;
- Completing MoUs with implementing agencies and ensuring the relevant documentation for each HRF project is submitted promptly and followed up on;

- Oversee grant management and following up on requests from HRF funding recipient organizations;
- Undertake project tracking, grant tracking and, in conjunction with the field units, monitor and evaluate HRF projects;
- Ensure lesson learning exercises are undertaken and documented
- Draft and contribute to progress reports on HRF, the HRF annual report, other ad hoc reports and maintaining HRF project database.
- Coordinate outreach activities, including presentation, workshops and training on HRF issues
- In coordination with other OCHA units, liaise with donors, cluster leads, UN agencies, international and national NGOs and other relevant stakeholders in the oPt on issues related to the HRF;
- Maintain all filing systems re HRF
- Perform other duties as required.

2. Central Emergency Response Fund (CERF)

- Coordinate the process for CERF request and proposal;
- Compile the annual consolidated CERF report;
- Track and inform FCU manager of oPt CERF responses;
- Perform other duties as required;

3. Coordination

- Coordinate the Inter-agency Contingency Plan Process (IACP);
- Liaise with the Palestinian Authority Civil Defense and other relevant stakeholders on issues related to the IACP and preparedness;
- Perform other duties as required;

UN 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.
- Planning, organizing, and teamwork.

C. Technical/Functional competencies

- Good knowledge of the region and Arab/Israeli Conflict.

- Excellent analytical skills and proven experience at delivering written reports in an accurate timely and concise matter.

Education:

Advanced university degree (Master's degree) in Political or Social Science, International Studies, Law, Economics, Business Administration or other relevant field

Experience:

Minimum of two years of relevant experience at the National or International level in Humanitarian Affairs, emergency preparedness, development, crises/emergency relief management, human rights or project management or other related fields.

Language requirements:

Fluency in the UN and National language of the duty station. Experience with UN or International Organization is an asset

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: hr@ochaopt.org.

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.

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 OCHA vacancy notice number (2011-021) 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: 04 February 2012

Applications received after this date will not be considered.

Women are encouraged to apply