VACANCY ANNOUNCEMENT # 2014-001
Emergency Response Fund (ERF) Associate (National Position)
Level (ICS-6)
Jerusalem/OCHA oPt

Contract: Fixed Term Contract, ICS-6
Duty Station: Jerusalem
Duration: One year with possibility of extension
Starting Date: As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA office has a 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 to and the need for international assistance.

The Emergency Response fund (ERF) for oPt, was created in August 2007 to ensure the adequate and timely funding of the humanitarian response to unforeseen emergencies. OCHA ensures the day-to-day management of the ERF 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.

In order to meet the increasing requirements for the alignment of the ERF with the overall coordination priorities, including the Humanitarian Programme Cycle (HPC, the new denomination of the CAP) and prioritization by clusters, OCHA is boosting its capacity in the OCHA oPt Coordination Unit. Through its increased capacity in Jerusalem the Coordination team will ensure adequate support to coordination structures, timely and accountable inter-agency humanitarian response and funding.

Under the overall guidance of the Deputy Head of Office and direct supervision of the ERF Manager, in partnership with the Coordination Unit’s team, the incumbent will assist with ERF related tasks and inter-cluster contingency planning and DRR tasks.

The incumbent will be responsible for the following duties:

- Emergency Response Fund (ERF)
- Coordination
1. ERF (Emergency Response Fund):

   a. Administrative Tasks

   i. Assist in the preparation for the regular Advisory Board Meetings, preparing Progress ERF reports and analysis of using the fund.
   ii. Support the preparations of the monthly updates for ERF and assisting in the drafting of annual reports.
   iii. Taking minute for AB and donors meetings
   iv. Attending meeting with NGOs to provide more clarification regarding the ERF criteria and guidelines
   v. Maintain the ERF correspondences and filing system (soft and hard copies)
   vi. Assist in promoting the ERF in the wider humanitarian community.

   b. Screening of needs and proposal

   i. Assist in identifying needs in cooperation with field units.
   ii. Assist in screening ERF Proposals and budget in relation to funding criteria and ERF global guidelines.
   iii. Assist in screening projects for appropriateness, in liaison with the relevant Cluster coordinators and OCHA field units.

   c. Financial Tracking

   i. Follow up the progress of ERF Projects by reviewing the interim and final narrative and financial reports
   ii. Maintain and develop the tracking sheet and data base for ERE project.
   iii. Update the HQ on the status of ERF through the Financial Tracking System (FTS) and project closures sheet.
   iv. Follow up the status of auditing for ERF projects and reviewing the final audit reports.
   v. Preparing the first and final fund disbursement requests for NGOs, and submitting to HQ.

   d. Contracting

   i. Draft cover letters to submit proposals to the HC and the ERF review board.
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   iii. Draft MoUs for ERF Projects, and follow up to ensure signing by the implementing agencies.
   iv. Follow up with NGOs regarding the requirements of No cost Extension, budget amendments and reallocation.

   e. Monitoring

   i. Assist in monitoring and evaluating projects efficiency through regular field visits
   ii. Arranging for Field visits for ERF project with the relevant cluster coordinator, OCHA field offices, implementing organizations, donors and Advisory Board members.
2. **Coordination**
   
   i. Assist in coordinating the Inter-cluster Contingency Plan Process (ICCP);
   
   ii. Assist in liaising with relevant stakeholders on issues related to the ICCP and preparedness;
   
   iii. Perform other duties as required

**Corporate Competencies:**

- Demonstrates commitment to OCHA’s mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Functional Competencies:**

**Knowledge Management and Learning**

- Shares knowledge and experience
- Encourages office staff to share knowledge and contribute to OCHA practice areas
- Develops substantive knowledge of one or more Practice Areas
- Promotes a learning environment in the office
- Provides helpful feedback and advice to others in the office
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

**Development and Operational Effectiveness**

- Strong IT skills
- Ability to provide input to business processes re-engineering, implementation of new systems

**Leadership and Self-Management**

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behavior

**Education:**

Secondary Education. University Degree is desirable but it is not a requirement.
Experience:

5-7 years of experience in Administration, Programme or related field. Prior experience with the UN system or an international NGO is desirable.

Language requirements:

Fluency in the UN and National Language of the duty station.

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 (2014-001) 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: 28 January 2014

Applications received after this date will not be considered.

Women are encouraged to apply