VACANCY ANNOUNCEMENT # 2012-015
Research Analyst (National Position)
Level (ICS-8)
Jerusalem/OCHA oPt

Contract: Fixed Term Contract, ICS-8
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.

Under the direct supervision of the Head of the Research and Analysis Unit, the Research Analyst will be responsible for the following duties:

- Draft OCHA’s Protection of Civilians (PoC) weekly report.
- Conduct analysis and provide data based on the OCHA PoC database.
- Act as OCHA’s Protection Focal Point for internal and external protection related issues, where they pertain to Protection data and analysis.
- Support OCHA Research and Analysis Unit research functions.

Education:

Advanced university degree (Masters Degree), preferably in Humanitarian Affairs, Human Rights, International Humanitarian Law, Policy Analysis, Development Studies, International Relations, Political Science, Economics or other Social Sciences or other relevant field.

Experience:

Minimum of two years of relevant experience is required. Experience with UN or International organization is an asset.
**Language requirements:**

Fluency in English and Arabic. Knowledge of Hebrew would be an asset.

**Other required skills:**

- Excellent writing, analytical and communication skills in English
- High level of familiarity with the Israeli-Palestinian Conflict
- Knowledge of MS Excel as a tool for data analysis and presentation of summary statistics is essential; knowledge of other data analysis tool such as MS Access would be an asset.
- Training in Research Methods would be 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 (2012-015) 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: 14 January 2014**

Applications received after this date will not be considered.

**Women are encouraged to apply**