

Terms of Reference

Jerusalem / OCHA oPt

VA# 04-10-015

Contract:	SSA Contract
Duty Station:	Jerusalem
Duration:	Six months
Starting date:	As soon as possible

Background

The OCHA Office in the occupied Palestinian territory (oPt) has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the oPt, 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 as well as the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, the response thereto and the need for international assistance.

Summary of duties:

Under the guidance and direct supervision of the oPt Inter-Cluster and CAP Coordinator the consultant will carry out the following tasks:

- Conduct a survey of humanitarian surveys in the oPt and establish a database / filing system for these products;
- Develop a filing system / database for CAP projects;
- Sensitize humanitarian partners on the use of these filing systems / databases;

Qualifications:

- 2 years of experience in archiving, or administration or related field;
- Fluency in spoken and written English; knowledge of basic Arabic would be an asset;
- Excellent drafting and analytical skills;
- Knowledge of OCHA mandate and products and understanding of the Consolidate Appeal Process (CAP) would be an asset;

- Solid inter-personal and communication skills;
- Ability to work within a team;

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website: www.ochaopt.org

All applicants are requested to email the 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. to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org. 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 (04-10-015) 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: 12 January 2011

Women are encouraged to apply