

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

VACANCY ANNOUNCEMENT # 2011-016
Humanitarian Affairs Specialist (*National Position*)
Level (ICS-10)
Gaza/OCHA oPt

Contract: Fixed Term Contract, ICS-10
Duty Station: Gaza
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.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA oPt office has expanded its presence. Though its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures including sector and cluster coordination and national level coordination, both operational and policy.

Under the guidance of the Head of Office and the direct supervision of the Head of Gaza Office, the Humanitarian Affairs Analyst will contribute to OCHA mission in its capacity as the body coordinating the humanitarian response in the oPt, assist in the regular monitoring and analysis of developments in the oPt and their impact on the humanitarian situation in the Gaza Strip, support OCHA in the strategic planning of the national office and support the day to day functioning of the OCHA office in Gaza.

The incumbent will be responsible for the following duties:

- **Contribute to the OCHA mission in its capacity as the body coordinating the humanitarian response in the oPt**
- **Assist in the regular monitoring and analysis of developments in Gaza and their impact on the humanitarian situation in the Gaza Strip.**
- **Supports OCHA in the strategic planning of the Sub-Office.**
- **Support the efficient day to day functioning of the office and be responsible for the finance and logistics elements.**
- **In the absence of the Head of Sub-Office, to ensure the efficient day-to-day functioning of the OCHA Gaza office.**

1. Contribute to OCHA mission in its capacity as the body coordinating the humanitarian response in the oPt

- Represents OCHA in the field/carry out field visits and meeting with the affected population and representatives of the local communities/authorities.
- 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.
- 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.
- Assist the coordination of international humanitarian response at the local level.
- Assist the Head of Sub-Office in ensuring sector and cluster coordination mechanisms are in place and working efficiently and effectively.
- Proactively contribute to the CAP process by relevant interventions in sector/cluster work to ensure timely and adequate response.
- Liaise and establish good links with the local authorities in Gaza in support of humanitarian interventions.
- Facilitate links/information flows between INGOs and relevant local authorities to enhance the efficacy of the humanitarian response.
- Establish links and network with local NGOs and other humanitarian associations.
- Internal coordination with Jerusalem Research Analysis Unit to ensure consistency and coherence in OCHA information and data collection.
- Represent OCHA at the local, national and international level as required.

2. Assist in the regular monitoring and analysis of developments in Gaza and their impact on the humanitarian situation in the Gaza Strip.

- Pro-actively reports on the humanitarian, social, economic and security development in the AoR on a daily/weekly basis as required. Assists the Head of Sub-Office in the development of trend analysis and provide recommendations for effective humanitarian action.
- Establish networks among key humanitarian actors, including UN agencies, international and local NGOs, as well as local authorities, to share information and respond to specific humanitarian crises.
- Prepare regular situation reports/updates and support the preparation of analytical reports.
- Undertake specific field research on specific issues.
- Facilitate specific field surveys on sector/cluster-related issues.
- Assist with assessment and evaluation missions in the field.
- Advocate, promote and facilitate visits (donors, UN agencies, NGOs and journalists) to areas of humanitarian concern in the AoR in coordination with OCHA Advocacy Unit.
- Support advocacy efforts of OCHA and the HCT Advocacy Group with updates and strategy ideas on relevant humanitarian issues in the AoR
- Brief visiting delegations as required.

3. Supports OCHA in the strategic planning of the Sub-Office.

- Support OCHA office in the preparation of contingency planning/building expected scenarios according to the emerging situations, and facilitate discussions with humanitarian actors in the field.
- Participate in the periodic future planning of OCHA office/provide ideas to the management to help in the allocation of OCHA's resources efficiently.
- Support the identification of emergency humanitarian needs and types of assistance required, set up meetings with different UN agencies, INGOs and NGOs to gather information on (Who Does What Where) to respond to those needs and emergencies.
- Support Head of Sub-Office and humanitarian actors in the process of structuring response strategies for the most vulnerable areas.

4. Ensure the efficient day to day functioning of the office support finance and logistics

- Supervision of the Transport Clerk/Driver
- Ensure proper documentation and timely reconciliation of petty cash of the sub-office.

5. In the absence of the Head of Sub-Office, to ensure the efficient day-to-day functioning of the OCHA Gaza office.

- Supervision of staff assigned to Gaza Sub-Office.
- Ensure effective running of the administrative, logistic and finance issues in the sub-office.

Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of the OCHA oPt Office, including data/schedule management, maintenance of protocol, information flow.
- Confidentiality.
- Ability to provide input to business processes, re-engineering, elaboration and implementation of new data management systems.

Leadership and Self-Management

- Focus on results for the client and respond positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.
- Demonstrates openness to change and ability to manage complexities.

Education and Experience:

Masters Degree in Social Sciences, International Relations, Political Sciences, Economics or related field with 5 years of field or humanitarian relevant experience at the national or international level.

OR Bachelor Degree in Social Sciences, International Relations, Political Sciences, Economics or related field with 7 years of field or humanitarian relevant experience at the national or international level.

Additional Experience:

Experience in field research and analysis is preferable. Some experience in design, monitoring and evaluation of humanitarian projects is an asset. Experience in the usage of computers and office software packages.

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 (2011-016) 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: 19 November 2011

Applications received after this date will not be considered.

Women are encouraged to apply