

**TOR**  
**Humanitarian Affairs Analyst**  
**Field Coordination Unit**  
**Service Contract (SB4 Peg 4)**  
**Based in Jerusalem**

**Job purpose:**

Under the direct supervision of the Field Coordination Unit Manager, in partnership with the Field Coordination Unit Support team, in coordination with district Field Coordination Unit teams and OCHA oPt units the post holder will assist the FCUS manager in all aspects of the coordination of the UN and NGOs. The post holder will also assist the FCUS manager in general management of the FCU Field teams.

**Duties and Responsibilities:**  
**Coordination**

**Internal management**

- Assist the FCU manager to set the timetable and framework for the CHAP/NAF/CAP /CAP launch & Mid Year Review.
- Assist the FCU manager in developing a coordination strategy including but not exclusively related to the CAP
- To respond to requests from Jerusalem office regarding CAP
- Support logistics of CAP meetings
- Assist with selection and vetting of CAP projects
- Assist in the production of the CAP report
- Ensure the maintenance of WWDW in partnership with the IMU
- Tracking of CAP project funding through the FTS
- Dissemination of materials to update donors, sector groups and other stakeholders.

**Sector level**

- Maintain on going relationship with sector leads in order to ensure their understanding of the process, support them in their coordination role
- Regularly attend designated sector group meetings during the CAP process and throughout the year
- Provide feedback to the sector leads on aspects of the CAP as necessary

**Governmental level**

- To support the FCU manager as necessary with meeting with PA, ministries and any other official governmental body including governors.

**INGOs and NGOs**

- Attend AIDA and other INGO coordination groups in order to maintain relationship and provide information to and feedback from as necessary;
- Attend PENGON meeting and any other NGO coordination groups in order to maintain relationship and provide information to and feedback from as necessary;
- Encourage and support NGO submissions to WDWV;
- Encourage and support NGO participation in the CAP and other appropriate UN led initiatives.

### **Field level**

- To support the FCUs in needs analysis at the district level.
- Support sector coordination in relation to: planning assessments, attending sector meetings, providing information to the field from national level, PA and PA donors and implementing agencies;
- Ensure that district level concerns and input is fed into national level coordination;
- Provide feedback regarding the CAP process and get feedback from the field as well about needs and in relation to proposed projects;
- Ensuring monitoring of project implementation in terms of timetable with the assistance of the FCUs;
- To ensure the information flows to the FCUs about all Jerusalem coordination activities;
- To ensure that all humanitarian intervention proposals are vetted by the field for appropriateness

### **Humanitarian Response Fund (HRF)**

- Assist the HRF Manager by performing secretarial duties in relation to the HRF on behalf of the HC.
- As guided by the HRF manager, undertake tasks in relation to the administration and management of the HRF, including:
  - a. identify needs in cooperation with the field units;
  - b. screen proposals in relation to funding criteria;
  - c. screen projects for appropriateness, in liaison with the clusters and the field units;
  - d. submit proposals to the HC and the HRF review board;
  - e. complete MoUs with implementing agencies;
  - f. monitor and evaluate projects efficiency with the field units;
  - g. prepare progress reports on HRF;
  - h. Promote the HRF in the wider humanitarian community.

### **CERF**

- Act as focal point for CERF
- Track and inform FCU manager of oPt CERF responses.

### **FCU managerial tasks**

- Management of FCU meeting, workshops and internal field trips.
- Ensure follow-up of agreed internal action points.
- Other managerial and administrative duties as necessary.

### **Education**

Master's degree in Political or Social Science, International Studies, Law, Economics, or other relevant field.

### **Experience**

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

### **Language requirements**

Fluency in the UN and national language of the duty station

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### **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 email address: [hr@ochaopt.org](mailto: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. Also indicate when you can start work.**
- 2. Completed United Nations Personal History form (UN P11) 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](http://www.ochaopt.org)**

**CLOSING DATE OF APPLICATIONS: 24 December 2009**  
**Applications received after this date will not be considered.**